




The Deputy Secretary of Energy
Washington, DC 20585
May 23, 2003

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: KYLE E. MCSLARROW 

SUBJECT: 2003 Inherently Governmental and Commercial
Activities (IGCA) Inventory

This is to request the necessary data for the Department of Energy (DOE) to complete the 2003 Federal Activities Inventory Reform Act (FAIR Act) of 1998, Public Law 105-270, commercial activities inventory and the Office of Management and Budget (OMB) inventory of inherently governmental activities. It is also a means of conveying to you the Secretary's and my continuing interest in using the Competitive Sourcing Initiative to DOE's benefit.

The inventory information that you develop in response to this memorandum will play a critical role in the Department's Competitive Sourcing Initiative. It is important for you to recognize that the decisions you make regarding the inventory will impact our ability to use the OMB Circular A-76 public-private competition process to improve DOE operations. Your determinations on whether or not Federal personnel are performing commercial activities that may be competed with the private sector will reflect your understanding of the direction this Department and the Federal Government must move. In his management agenda, President George W. Bush clearly stated that the public-private competition process, guided by OMB Circular A-76, is an important tool for improving the Federal Government.

As you begin this year's inventory process, you should know that I am keenly interested in ensuring that we are careful and consistent when determining that Federal personnel are actually performing inherently governmental activities. Since 1999, DOE has steadily increased the number of full-time equivalents (FTEs) we have declared to be performing inherently governmental activities. Some of this increase of approximately 3,800 FTEs may be reasonable to expect as the understanding of what it is that makes up an inherently governmental activity has matured. The increase may also be attributable to a natural inclination toward designating more of the Federal work force as inherently governmental to protect them and your organizations from potential competitive sourcing study. I will be concerned about any further movement of FTEs to the inherently governmental designation without substantial and convincing justification reflecting changes in function and/or the impact of reorganizations. I have asked the Director, Office of Competitive Sourcing/A-76 (OCS), to immediately approach your organizations with concerns about any movement in coding of FTEs towards inherently governmental or any other inventory concerns.

Each organization is to submit its 2003 IGCA Inventory, based on the FTE level (including vacancies) for FY 2003 as set forth in the FY 2004 budget, by **June 6, 2003**. Each "point of contact" listed in Attachment 1 will be provided an Excel data collection tool file showing the 2002 inventory recast into the 2003 format as prescribed by OMB. This will facilitate the 2003 update by not requiring reentry of all data, and it will also permit you to track and explain changes. The OMB and DOE guidance for these submissions is set forth beginning in Attachment 2. Attachment 3 is the list of offices that are to provide inventory data and accuracy of data verification. Attachment 4 is the Department of Energy Inherently Governmental and Commercial Activities Inventory, Guide to Inventory Submission of May 2003. Attachment 5 provides Sample Verification of Data Accuracy Memos.

During the two weeks after June 6, 2003, the OCS will be working with the Lead Program Secretarial Officers to promote consistency in the inventory across similar line operations and with senior management to ensure that all are aware of any major changes from prior year submissions. By **June 20, 2003**, major line organizations will provide formal written verification of the accuracy of their inventory submissions to the Secretary.

Please direct questions or concerns about the 2003 IGCA Inventory to Mr. Dennis O'Brien, Director, Office of Competitive Sourcing/A-76, at (202) 586-1690 or to dennis.o'brien@hq.doe.gov or to the DOE IGCA Inventory principal point of contact, Mr. Mark Hively, at (202) 586-5655 or to mark.hively@hq.doe.gov.

Attachments

Attachment 1 – List of IGCA Inventory Points of Contact

Attachment 2 – OMB & DOE 2003 IGCA Inventory Guidance Summary

Attachment 3 – List of Offices That Are To Provide Inventory Data and Accuracy Of Data Verification

Attachment 4 – *Department of Energy Inherently Governmental and Commercial Activities Inventory, Guide to Inventory Submission of May 2003*

Attachment 5 – Sample Verification of Data Accuracy Memos

**HEADS OF DEPARTMENTAL ELEMENTS DISTRIBUTION LIST FOR
2003 INHERENTLY GOVERNMENTAL & COMMERCIAL ACTIVITIES
INVENTORY**

Linton F. Brooks, Acting Under Secretary for National Nuclear Security
Robert G. Card, Under Secretary for Energy, Science & Environment
Craig R. Reed, Executive Director, Secretary of Energy Advisory Board
Shannon Henderson, Acting Assistant Secretary, Congressional and Intergovernmental Affairs
David K. Garman, Assistant Secretary, Energy Efficiency and Renewable Energy
Beverly Ann Cook, Assistant Secretary for Environment, Safety and Health
Jessie Hill Roberson, Assistant Secretary for Environmental Management
Carl Michael Smith, Assistant Secretary for Fossil Energy
Vicky A. Bailey, Assistant Secretary for Policy and International Affairs
Linton F. Brooks, Acting Administrator National Nuclear Security Administration
Karen S. Evans, Chief Information Officer
Lee Liberman Otis, General Counsel
Gregory H. Friedman, Inspector General
Guy F. Caruso, Administrator for Energy Information Administration
Margaret S. Y. Chu, Director of Civilian Radioactive Waste Management
Stephen W. Dillard, Director, Office of Counterintelligence
Theresa Alvillar-Speake, Director, Office of Economic Impact and Diversity
James F. McDonnell, III, Director, Office of Energy Assurance
George B. Breznay, Director, Office of Hearings and Appeals
Glenn S. Podonsky, Director, Office of Independent Oversight & Performance Assurance
Thomas S. Ryder, Acting Director, Office of Intelligence
William D. Magwood, IV, Director, Nuclear Energy, Science & Technology
Jeanne T. Lopatto, Director, Public Affairs
Raymond L. Orbach, Director, Office of Science
Joseph S. Mahaley, Director, Office of Security
Michael W. Owen, Director, Worker and Community Transition

Field Operations Office Managers

Marvin Gunn, Jr., Manager, Chicago Operations Office
John Kersten, Manager, Golden Field Office
Elizabeth Sellers, Manager, Idaho Operations Office
Gerald Boyd, Manager, Oak Ridge Operations Office
Roy J. Schepens, Manager, Office of River Protection
Robert F. Warther, Manager, Ohio Field Office
Keith Klein, Manager, Richland Operations Office
Eugene C. Schmitt, Manager, Rocky Flats Field Office
Jeffrey Allison, Manager, Savannah River Operations Office
Rita A. Bajura, Director, National Energy Technology Laboratory

PMA's

Stephen J. Wright, Administrator, Bonneville Power Administration
Charles A. Borchardt, Administrator, Southeastern Area Power Administration
Michael A. Deihl, Administrator, Southwestern Power Administration
Michael Hacskeylo, Administrator, Western Area Power Administration

Organization	Name	Email	Phone Numbers	Alternate Name	Email	Phone
Albany Research Center	Max Lewis	lewis@alrc.doe.gov	(541) 967-5901			
Bonneville Power Administration	Christina J. Edwards.	cjedwards@bpa.gov	(503) 230-4795	Anthony John Segvich	ajsegvich@bpa.gov	(503) 230-5783
Chicago Operations Office	Dennis Wilson	Dennis.Wilson@ch.doe.gov	(630) 252-2837			
Chief Information Officer	Lawrence Gross, Jr.	lawrence.gross@hq.doe.gov	(202) 586-2000	Kevin Cooke	kevin.cooke@hq.doe.gov	202-586-6566
Civilian Radioactive Waste Management	Sonja Harlan	sonja.harlan@hq.doe.gov	(202) 586-8839 Fax: (202) 586-7546			
Congressional & Intergovernmental Affairs	Ellen Ocheltree	ellen.ocheltree@hq.doe.gov	(202) 586-5733 Fax: (202) 586-0230			
Counterintelligence	Tricia Brown-Hahn	tricia.brown@cn.doe.gov	(202) 586-6478 Fax: (202) 586-5295			
Economic Impact And Diversity	Myrna K. Turturro	myrna.turturro@hq.doe.gov	(202) 586-4676 Fax: (202) 586-5488			
Energy Efficiency And Renewable Energy	Nicole L. C. McGowan	nicole.mcgowan@hq.doe.gov	(202) 586-4667 Fax: (202) 586-9562	Linda Whitted	linda.whitted@hq.doe.gov	(202) 586-2555
Energy Information Administration	Barbara J. Hall	BJHall@eia.doe.gov	(202) 586-4482	Stephen F. Durbin	sdurbin@eia.doe.gov	202-586-3521
Environment, Safety And Health	Stephanie Martin	Stephanie.Martin@EH.DOE.GOV	(301) 903-9881	Raymond Sanetrik	Ray.Sanetrik@eh.doe.gov	301-903-0085
Environmental Management	Theresa (Terri) A. Lamb	terri.lamb@em.doe.gov	202-586-9007			
Fossil Energy	Edward Kilroy	Edward.kilroy@hq.doe.gov	(301) 903-2051 Fax: (301) 903-4106	Sheila Hopkins	sheila.hopkins@hq.doe.gov	(301) 903-2277
General Counsel	Dan Bullington	dan.bullington@hq.doe.gov	(202) 586-7364	Pamela Gentel	pamela.gentel@hq.doe.gov	(301) 903-1856
Golden Field Office	Christine A. Phoebe	Christine_Phoebe@nrel.gov	(303) 275-4752			
Hearings And Appeals	Richard A. Cronin, Jr.	richard.cronin@hq.doe.gov	(202) 287-1562			
Idaho Operations Office	Maralee Cutler	cutlermj@id.doe.gov	(208) 526-0475			
Inspector General	Denise H. Smith	denise.smith@hq.doe.gov	(202) 586-1925 Fax: (202) 586-7851			
Intelligence	Linda Conrad	linda.conrad@hq.doe.gov	(202) 586-4409 Fax: (202) 287-5999	Thomas S. Ryder	tom.ryder@hq.doe.gov	202-586-2610
Management, Budget and Evaluation/CFO	Roscoe Harris	roscoe.harris@hq.doe.gov	(202) 586-5527 Fax: (202) 586-8415			
National Energy Technology Laboratory	Kathleen Fear	fear@netl.doe.gov	(412) 386-6170	Joseph F. Grimes	joseph.grimes@netl.doe.gov	
National Nuclear Security Administration	Celestine G. Harris	Celeste.Harris@hq.doe.gov	(202) 586-2464	Raymond F. Greenberg	RAYMOND.F.GREENBERG@nnsa.doe.gov	(301) 903-6802
Naval Petroleum Reserves, Ca	Jack Nisbett	jinisbett@nprc.doe.gov	(661) 837-5040			
Naval Petroleum Reserves, Co, Wy	Janet Boulanger	janet.boulanger@rmotc.doe.gov	(307) 261-5000			
Nuclear Energy, Science And Technology	Peggy A. Coates	peggy.coates@hq.doe.gov	(301) 903-5559	Jennifer Kirk	jennifer.kirk@hq.doe.gov	(301) 903-5769
Oak Ridge Operations Office	Michael Blaylock	BlaylockMA@oro.doe.gov	(865) 576-0130	Melanie Kent	kentmm@oro.doe.gov	(865) 576-0673
Oakland Operation Office	Dominic Passanisi	dominic.passanisi@oak.doe.gov	(510) 637-1826			
Office Of Independent Oversight And Performance Assurance	Lesley Gasperow	lesley.gasperow@oa.doe.gov	(301) 903-5577 Fax: (301) 903-5492			
Office Of River Protection	Bartley A. Fain	bartley.fain@ri.doe.gov	(509) 376-8088			
Office Of Scientific And Technical Information	Russell A. Morel	morelr@osti.gov	(865) 576-1155			
Office Of Security	Sandy Penko	Sandy.Penko@hq.doe.gov	(301) 903-6430 Fax: (301) 903-1996	Alison D. Taylor	Alison.Taylor@hq.doe.gov	(202) 586-1331
Office Of The Secretary	Shena Blake-Kennerly	shena.blake-kennerly@hq.doe.gov	(202) 586-0577			
Ohio Field Office	Linda Ketchum	linda.ketchum@ohio.doe.gov	(937) 865-4260 Fax: (937) 865-3843			
Policy And International Affairs	Carol Moten	carol.moten@hq.doe.gov	(202) 586-7953 Fax: (202) 586-0863			
Public Affairs	Ellen Ocheltree	ellen.ocheltree@hq.doe.gov	(202) 586-5733 Fax: (202) 586-0230			
Richland Operations Office	Bartley A. Fain	bartley_a_fain@rl.gov	(509) 376-8088			

<u>Organization</u>	<u>Name</u>	<u>Email</u>	<u>Phone Numbers</u>	<u>Alternate Name</u>	<u>Email</u>	<u>Phone</u>
Rocky Flats Office	Wilda Sutter	Wilda.Sutter@RF.doe.gov	(303) 966-5808			
Savannah River Operations Office	Randall (Randy) C. Cline	randy.cline@srs.gov	(803) 725-7796	Sandee Goodman Greene	sandee.greene@srs.gov	(803) 725-7685
Science	Kaye C. Coates	kaye.coates@science.doe.gov	(301) 903-3083			
Southeastern Power Administration	Carol P. Rice	carolr@sepa.doe.gov	(706) 213-3822 Fax: (706) 213-3884			
Southwestern Area Power Administration	Cheryl Crosswell	cheryl.crosswell@swpa.gov	(918) 595-6616			
Strategic Petroleum Reserves Project Office	Arvel Callwood	arvel.callwood@spr.doe.gov	(504) 734-4722			
The Secretary Of Energy Advisory Board	Roscoe Harris	roscoe.harris@hq.doe.gov	(202) 586-5527 Fax: (202) 586-8415			
Western Area Power Administration	Suezell Owens	owens@wapa.gov	(720) 962-7447			
Worker And Community Transition	Cheryl Dinkins	CHERYL.DINKINS@hq.doe.gov	(202) 586-7388 Fax: (202) 586-6548			

**OFFICE OF MANAGEMENT AND BUDGET (OMB) &
DEPARTMENT OF ENERGY (DOE)
2003 INHERENTLY GOVERNMENTAL (IGCA) INVENTORY
GUIDANCE SUMMARY**

OMB GUIDANCE

OMB has made numerous changes to its inventory requirements for this year. OMB's guidance for the 2003 IGCA Inventory may be accessed through the Office of Competitive Sourcing/A-76 (OCS) Internet web page at <http://www.ma.mbe.doe.gov/a-76>, through the "FAIR Act Inventory" link.

The changes include:

1. OMB has revised the inventory's commercial activity Reason Codes. The table below provides the 2003 Reason Codes and definitions:

REASON CODES FOR COMMERCIAL ACTIVITIES INVENTORY	
Reason Code	Definition
A	The Commercial Activity is not appropriate for private sector performance pursuant to a written determination.
B	The Commercial Activity is suitable for a Cost Comparison or a Direct Conversion.
C	The Commercial Activity is the subject of an in-progress Cost Comparison or Direct Conversion.
D	The Commercial Activity is performed by a Most Efficient Organization (MEO) resulting from a Cost Comparison decision made within the past five years.
E	The Commercial Activity is pending an agency approved restructuring decision (e.g., closure, realignment).
F	Performance of the commercial activity by government personnel is required due to a statutory prohibition against private sector performance.

The OMB 2002 to 2003 Reason Code crosswalk is provided in Attachment 4 – *Department of Energy Inherently Governmental and Commercial Activities Inventory, Guide to Inventory Submission of May 2003*.

2. OMB requires the compilation and submission of more information than has been required in the past. The additional information includes:
 - a. In identifying a Departmental organizational unit the 3-Digit Agency Code and the 2 character Bureau Code published in OMB Circular A-11, Appendix C will now be used (note: the data collection tool has been revised to accumulate this information.)

3. In the President's August 2001 Management Agenda, it was noted that the Competitive Sourcing Initiative begins with the development of a complete and accurate FAIR Act inventory of commercial activities. OMB will continue to conduct a thorough review of agency inventory submissions in order to achieve consistency within and among agencies in the determination of what is commercial or inherently governmental.
4. According to the OMB inventory guidance an agency may exempt, in writing with sufficient justification, commercial activities performed by Government personnel from private sector performance using Reason Code A. Further, the OMB guidance requires that those written justifications should be available to OMB and the public upon request. It is suggested that DOE offices be prepared to provide written justification for full-time equivalents (FTEs) coded with Reason Code A. If OMB requests copies of your written justifications, the OCS will forward the request to your office with the expectation that the written justifications will be provided.

DOE GUIDANCE

OMB requires the submission of the IGCA Inventory in a specified electronic spreadsheet format. We will use an updated version of Microsoft Excel software based data collection tool used last year. Instructions and training related to the use of the updated data collection tool is available through the web page referenced above.

In the past, every organization in the Department has made its best effort to follow OMB and DOE guidance regarding the determination of whether or not FTEs are performing inherently governmental or commercial activities. However, the analysis of the 2002 DOE IGCA Inventory comparing it to the 2001 version revealed a significant movement of FTEs from commercial to inherently governmental. That move drew OMB concern resulting in the Department, specifically the National Nuclear Security Administration (NNSA), revising its inventory data toward commercial in order to obtain OMB approval of the 2002 DOE IGCA Inventory.

The Lead Program Secretarial Offices (LPSOs) and the CSO in conducting their reviews of the 2003 submissions, should focus on the following:

Does the inventory reflect complete, separable and recurring commercial functions? FTEs should not be considered inherently governmental and eliminated from the commercial activities portion of the inventory based only upon existing organizational structures, if doing so would result in the elimination of work that would otherwise be included in the scope of a full performance service contract. In other words, if a FTE is now performing an inherently governmental activity that could be expected to be included in a contract's statement of work for contractor performance of a complete, separable and recurring commercial function, it should be coded, now, as a FTE performing a commercial activity. DOE's guidance regarding the determination of whether or not an activity is inherently governmental or commercial is set forth in Attachment 4.

Those Headquarters Departmental Elements identified in Attachment 3 are responsible for reviewing and verifying the accuracy of the information provided by their organization and any

constituent field organizations. The Under Secretary for Nuclear Security will ultimately provide the verification of inventory accuracy to the Secretary for NNSA organizations. Other DOE organizations reporting to the Deputy Secretary and the Under Secretary for Energy, Science, and Environment, will verify the accuracy of their inventory and transmit it to the Secretary through the Director, Office of Management, Budget and Evaluation/Chief Financial Officer.

The OCS providing copies of their organization(s) and constituent field organizations 2003 data to the LPSOs, after receipt, will facilitate the higher-level review. It is expected that all higher-level reviews will be accomplished with the intent of encouraging consistency among their organizations' coding of FTEs. All departmental elements are discouraged from coding FTEs in the various Function Code broad Functional areas' "Administrative Support" or "Other..." Function Code categories. Rather, those FTEs should be tied into the more descriptive of the Functional area Function Codes.

The OCS IGCA Inventory principal point of contact will serve as a clearinghouse for questions and answers as the inventory is updated, and will share responsive information with all departmental points of contact.

REQUIRED SUBMISSIONS

By **June 6, 2003**, each office listed in Attachment 3 will:

Update and revise the data in the Excel data collection tool provided to your organization. Submit the 2003 data by returning it to the OCS by e-mail addressed to mark.hively@hq.doe.gov, user.mobis2@hq.doe.gov and albaione@jupitercorp.com.

In addition to returning the 2003 inventory data, submit a narrative attached to an e-mail to the IGCA Inventory principal point of contact, explaining changes made to the data as compared to your 2002 submission, in accordance with the guidance in Attachment 4.

Between June 6, 2003 and June 20, 2003, verifying offices and the OCS will review and work with the submitting organizations to make any necessary changes to inventory data.

By **June 20, 2003**, those offices identified in Attachment 3 as responsible for inventory verification will submit a memorandum substantively similar to that contained in the Attachment 5 sample memoranda, verifying the accuracy, completeness, and consistency of data submitted by their organization.

Conference calls and meetings with all IGCA Inventory Points of Contact will be held to review this guidance, to provide instruction on use of the reporting tool and to provide an opportunity for questions and answers.

Copies of this memorandum, attachments and the data collection tool will be provided to the IGCA Inventory Point(s) of Contact for your organization. A list of the points of contact can be found in Attachment 1. If the list is incorrect or you wish to add an alternate please contact us.

If you have any questions or require additional information regarding this guidance, please contact Mark R. Hively, by e-mail to mark.hively@hq.doe.gov or by telephone at 202-586-5655 or Dennis O'Brien, Director, OCS, at 202-586-1690 (Office fax: 202-586-1972) or by e-mail to dennis.o'brien@hq.doe.gov.

ORGANIZATIONS RESPONSIBLE FOR INVENTORY SUBMISSION AND VERIFICATION OF ACCURACY

Deputy Secretary

Office Submitting IGCA Inventory and Providing Verification of Inventory Accuracy	
Office of Management, Budget and Evaluation/Chief Financial Officer	ME
Chief Information Officer	IM
Congressional and Intergovernmental Affairs	CI
Counterintelligence	CN
Economic Impact and Diversity	ED
Environment, Safety and Health	EH
General Counsel	GC
Hearings and Appeals	HG
Independent Oversight and Performance Assurance	OA
Inspector General	IG
Intelligence	IN
International Affairs	IA
Office of Policy	PO
Office of Public Affairs	PA
Secretary of Energy Advisory Board	AB
Office of Security	SO
Worker Transition	WT
Bonneville Power Administration	BPA
Southeastern Power Administration	SEPA
Southwestern Power Administration	SWPA
Western Area Power Administration	WAPA

Organizations shown are to prepare an inventory and verification of accuracy statement. The verification of accuracy statement and required narrative are to be forwarded to the Secretary through the Acting Director, Office of Management, Budget and Evaluation/Acting Chief Financial Officer.

ORGANIZATIONS RESPONSIBLE FOR INVENTORY SUBMISSION AND VERIFICATION OF ACCURACY

Under Secretary for National Nuclear Security

Office Submitting IGCA Inventory	Office Providing Verification of Inventory Accuracy
National Nuclear Security Agency, HQ	NA-1
Albuquerque Operations Office	NA-1
Nevada Operations Office	NA-1
Oakland Operations Office	NA-1
Oak Ridge Area Office	NA-1
Savannah River Area Office	NA-1
Pittsburgh Naval Reactors	NA-1
Schenectady Naval Reactors	NA-1

NNSA, HQ will prepare an inventory for all of NNSA including the listed field sites.

The Under Secretary for National Nuclear Security provides a verification of accuracy statement and required narrative to the Secretary, with a copy to the Acting Director, Office of Management, Budget and Evaluation/Acting Chief Financial Officer

ORGANIZATIONS RESPONSIBLE FOR INVENTORY SUBMISSION AND VERIFICATION OF ACCURACY

Under Secretary for Energy, Science, and Environment

Office Submitting IGCA Inventory	Office Providing Verification of Inventory Accuracy
Office of Science	SC
Chicago Operations Office	SC
Oak Ridge Operations Office	SC
Lawrence Berkeley National Laboratory Site Office	SC
Stanford Linear Accelerator Center Site Office	SC
Office of Scientific and Technical Information	SC
Energy Efficiency & Renewable Energy (includes all regional offices)	EE
Golden Field Office	EE
Energy Information Administration	EIA
Environmental Management	EM
Richland Operations Office	EM
Savannah River Operations Office	EM
Carlsbad Field Office	EM
Ohio Field Office	EM
Rocky Flats Field Office	EM
Office of River Protection	EM
Fossil Energy	FE
National Energy Technology Laboratory	FE
National Petroleum Technology Center	FE
Naval Petroleum Reserves in California	FE
Naval Petroleum & Oil Shale Reserves in Colorado/Utah/Wyoming	FE
Strategic Petroleum Reserve Project Office	FE
Albany Research Center	FE
Nuclear Energy, Science and Technology	NE
Idaho Operations Office	NE
Office of Civilian Radioactive Waste Management	RW

Organizations in this column prepare an inventory. Inventories from the field sites will be reviewed by the cognizant Headquarters Program Office.

The organizations listed in this column are to prepare a verification of accuracy statement for their organization that covers any subordinate organizations. The verification of accuracy statement and required narrative are to be forwarded to the Secretary through the Acting Director, Office of Management, Budget and Evaluation/Acting Chief Financial Officer.

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

This document presents the instructions for submission of the 2003 Department of Energy (DOE) Inherently Governmental and Commercial Activities (IGCA) Inventory. This inventory will serve as the data set used to respond to various reporting requirements including, but not limited to, the Federal Activities Inventory Reform Act of 1998, Public Law 105-270 (FAIR Act) and the inventory of inherently governmental activities required by the Office of Management and Budget (OMB). It is important to note that for the 2003 IGCA Inventory, the Under Secretary for National Nuclear Security is requiring the National Nuclear Security Administration (NNSA) office at headquarters to obtain, review and submit for inclusion in the Department's complete IGCA Inventory, all NNSA headquarters and subordinate field office inventory data. NNSA will provide NNSA-specific inventory instructions and guidance directly to its offices.

In this guide there are references to four enclosures. These enclosures are physically a part of this guide or available via the Internet, and are intending to lend guidance and further clarification pertaining to the specific information that must be included in the IGCA inventory. An Excel based data collection tool will be provided to each office and should be updated and submitted in accordance with the instructions provided herein and in the accompanying forwarding memorandum. Additionally, all DOE offices and NNSA must submit a narrative description addressing the following:

- Justification for any movement of FTEs from commercial reason codes to inherently governmental that explains in detail the organizational or position changes that have occurred, since the 2002 IGCA Inventory was submitted, which support declaring the FTE(s) as performing inherently governmental activities. This requirement does not change the Department's policy that any FTE that has been coded as being included in any on-going Competitive Sourcing Initiative study conducted under OMB Circular A-76 will remain coded as under study until such time as the study is completed, or the Functional Area Study Team conducting a study requests the Competitive Sourcing Initiative Executive Steering Group (ESG) to remove the FTE(s) or a Departmental organizational entity representing the FTE(s) formally requests the ESG, through the Office of Competitive Sourcing/A-76 (OCS), to remove the FTE(s) from a study.
- Strategy/philosophy for coding FTEs in particular Reason Codes and Function Codes, for example, *all clerk typists were coded as "R;"*
- Information that statistically describes all major recoding efforts between the 2002 inventory and the 2003 inventory. For example, numerically describe changes from inherently governmental to one of the commercial Reason Code (ie., "Reason Codes A through F"), or between one of the commercial Reason Codes and another (for example, the shift from Reason Code "A" to Reason Code "C" because the FTE is including in an announced competitive sourcing initiative functional area study).

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

If there are any questions regarding the data collection tool or its use, Al Baione of Jupiter Corporation, can be reached at 301-946-8088, extension 219, or send an e-mail to albaione@jupitercorp.com. FAIR Act/A-76 program (function code, reason code, review process, etc.) questions should be directed to Mark R. Hively, preferably by e-mail at mark.hively@hq.doe.gov.

Enclosure 1 - DOE Function Codes - General Information

Enclosure 2 - Inherently Governmental and Commercial Activities Inventory Function Codes may be accessed through the Office of Competitive Sourcing/A-76 web page at <http://www.ma.mbe.doe.gov/a-76>, through the “FAIR Act Inventory” link.

Enclosure 3 - List of selected Function Codes with definitions may be accessed through the Office of Competitive Sourcing/A-76 web page at <http://www.ma.mbe.doe.gov/a-76>, through the “FAIR Act Inventory” link.

Enclosure 4 - Reason Codes with definitions. This information may be accessed through the Office of Competitive Sourcing/A-76 web page at <http://www.ma.mbe.doe.gov/a-76>, through the “FAIR Act Inventory” link.

Enclosure 1

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
 May 2003

DOE FUNCTION CODES – GENERAL INFORMATION

1. **GENERAL.** This list of DOE Function Codes provides the coding structure for offices to use to account for all departmental activities performed in direct support of missions.
2. **FUNCTION CODE TAXONOMY.** Each function code includes an alphanumeric code, title, and definition describing the type of work performed. Function Code definitions are intended to be comprehensive and mutually exclusive. Additionally, each definition identifies meaningful exclusions. Each grouping of Function Codes includes at least one miscellaneous “other” function that has an alphanumeric code ending in “99” (e.g., “H999 – Other Health Services”). These miscellaneous functions are used to code work that is not identified by other function codes on the list. In 2003 the use of the miscellaneous codes is discouraged and should be utilized only as the last choice.
3. **CODING MANAGEMENT FUNCTIONS.**
 - 3.1 Management functions performed at the headquarters level involve work that is significantly different than that performed at operations offices. OMB has developed separate codes and titles for each. This guide provides definitions for many of OMB’s function codes. For instance, there is a “Management Headquarters – Health Services” function and a “Hospital/Clinic Management” function. The former is concerned with setting policy and overseeing health service programs, and the latter is concerned with establishing procedures and overseeing medical services provided within fixed treatment facilities. In addition, there are services and operations that have management elements (e.g., supervision, oversight, and control). Services and operations are sometimes performed by private sector contractors. In such cases, the administration and oversight of the contract (to include quality assurance and technical review of the services provided) are considered to be an inherent part of the management function.
 - 3.2 Management Headquarters type work is defined as “overseeing, directing, and controlling subordinate organizations or units through: developing and issuing policies and providing policy guidance; reviewing and evaluating program performance; allocating and distributing resources; or conducting mid- and long-range planning, programming, and budgeting.” (This includes all management studies necessary to support management headquarters type work.) However, “Management Headquarters” functions do not include “all direct support (e.g., professional, technical, administrative or logistical support) *that is provided directly to a major DOE headquarters office and is essential to its operation.*” Direct support is included as part of a “Management Headquarters” function *only* when the support is an inherent part of, and inextricably tied to, management headquarters type work as defined above. If the support is performed separately, it is coded with the support function code that most closely describes the type of support provided. For example, a personnel operation that directly and exclusively supports a headquarters activity is not coded as a management

Enclosure 1

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
 May 2003

headquarters function since it does not involve management headquarters type work. Coding is based on the *type of work performed* (e.g., personnel operations) and not based on where the work is performed (e.g., headquarters or field office).

4. CODING RULES FOR THE INHERENTLY GOVERNMENTAL AND COMMERCIAL ACTIVITY (IGCA) INVENTORY.

- 4.1** When coding for the IGCA inventory, FTEs are grouped by function and coded to indicate the type of work performed. In some cases, this may not correspond to job titles (i.e., job series). For instance, although accountants are typically found in accounting functions and engineers in an engineering function, in some cases, a budget analyst may be working in an accounting function or a geologist in an engineering function. Therefore, the type of work (i.e., function) and not type of position (i.e., job series) is coded. This year, as in 2002, offices are being asked to identify position titles (job series) as well as function codes to assist management in determining like functions for potential competitive sourcing cost comparison study.
- 4.2** The IGCA inventory accounts for the type of work authorized to be performed — FTE authorizations — regardless of whether the position is vacant or filled. Authorizations are reported regardless of whether the incumbent of the position is borrowed or diverted to perform other work; is on temporary or extended detail, leave, or training; or has full or part-time collateral duties.
- 4.3** The IGCA inventory is based on current processes, procedures, organizational structures, equipment, and workloads. Offices may not omit or add manpower authorizations or code manpower based on presumed improvements to organizational structures, equipment, technologies, work arrangements, processes, or procedures.
- 4.4** The definitions for the acquisition functions in this list are not intended to reflect or align with the Department's definition for the "Acquisition Work Force" as addressed in DOE Order 361.1. The Department's definition for the "Acquisition Work Force" is based on organizations and occupational series. As explained above, DOE functions are based on the type of work performed regardless of its organization and are not based on (or necessarily relate to) occupational series occupational specialties.

5 DATA ANALYSIS.

- 5.1** The definition for each function code describes the type of work performed. The functional definition does **not** reflect:
- (1) whether the function is inherently governmental or commercial;
 - (2) whether the function is subject to, or exempt from, competition;

Enclosure 1

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

- (3) how functions or activities are packaged for competitive sourcing; or,
- (4) how FAIR Act challenges and appeals are handled.

Management and organizational arrangements, geographic dispersion, span-of-control, and management relationships differ greatly among the DOE offices. Also, the degree to which DOE offices rely on inter- and intragovernmental support and private sector services and support varies. When making DOE-wide comparisons of functions, functional groups, functional categories, or organizational levels (e.g., management headquarters functions) to assess the type of activity or inherently governmental and commercial exemptions, these differences must be addressed to ensure DOE-wide comparability.

Enclosures 2 & 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

Enclosure 2

Complete list of 2003 Inherently Governmental and Commercial Activities Inventory Function Codes may be accessed through the Office of Competitive Sourcing/A-76 web page at <http://www.ma.mbe.doe.gov/a-76>, through the “FAIR Act Inventory” link. **There are no changes to this list as compared to the 2002 list.**

Enclosure 3

List of selected Function Codes with definitions may be accessed through the Office of Competitive Sourcing/A-76 web page at <http://www.ma.mbe.doe.gov/a-76>, through the “FAIR Act Inventory” link. This list includes definitions for some of the function codes. The definitions are based on information contained in the Department of Defense Guide for Inventory Submission. The DOE IGCA Inventory is not restricted to just the function codes that are defined in this section. The complete list of Function Codes is referenced in Enclosure 2. **There are no changes to this list as compared to the 2002 list.**

Enclosure 4

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

REASON CODES

Reason Code Z

Inherently Governmental. This criterion is used to identify FTEs that are necessary to exercise management authority (direction and final decision making) over Government policy, programs, property (physical assets and information), funds and treasury accounts, or employees. The incumbents of these positions make decisions on behalf of the Government and are directly and ultimately accountable for the accomplishment of assigned missions and functions.

a. This category includes all FTEs that have the authority to obligate Federal funds or to commit the Government, through other decision making, to some course of action. This category also includes FTEs that approve strategic plans, program objectives, functional requirements, and performance criteria; policies, directives, and regulations in assigned missions and functions; the allocation of resources (funding and manpower), the obligation and disbursement of funds, contract terminations; and the collection of public funds; acquisitions, use, and disposition of Government property (real or personal, tangible or intangible); Freedom of Information Act requests and responses; Federal licensing actions (except vehicle or support equipment) and inspections; and, Government positions, testimony, and responses to Congress and audit organizations.

b. The examples listed above coincide with functions in Appendix A of OFPP Policy Letter 92-1, reference (e).

c. Examples of positions that fall under this criterion include the Secretary of Energy; Under Secretary, Assistant Secretary, and Deputy Assistant Secretaries of Energy; Directors of Field Activities; program and project managers; contracting officers; and DOE directors over line operations or principal staff elements.

d. This criterion excludes FTEs that provide first-line supervision over Federal employees performing functions that are, otherwise, subject to private sector competition and performance. In addition, employee utilization of Government credit cards for the purchase of office supplies or temporary duty travel does not meet the funds obligational criteria specified above.

Reason Code A

The Commercial Activity is not appropriate for private sector performance pursuant to a written determination.

a. DOE offices shall designate FTEs with Reason Code A when it has been determined that the function is not appropriate for private sector performance and that determination has affirmed by a written determination signed by the Secretary of Energy or designee. For the 2003 IGCA Inventory, Heads of the Offices submitting inventories are considered to have been delegated the

Enclosure 4

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
 May 2003

authority to sign the written justification for FTE(s) coded with Reason Code A. If OMB requests copies of your written justifications, the OCS will forward the request to your office with the expectation that the written justifications will be provided. OMB has provided no specific format for the written justifications. At the minimum the justification should be in the form of Memorandums for the Record; provide sufficient identification of the Reason Code A FTE(s) so as to be able to locate the FTE(s) in the 2003 IGCA Inventory information from your office; and, explains why the activities of the FTE(s) should not be performed by the private sector.

b. At DOE, designation of FTE with Reason Code A **does not** exclude the FTE from potentially being included in DOE's Competitive Sourcing Initiative Functional Area Studies. For DOE, OMB's practice in applying the President's Management Agenda Competitive Sourcing Initiative requires the Department to potentially include Reason Code A FTEs in the pool of commercial activity FTEs subject to Competitive Sourcing Initiative study.

1. This includes an FTE that has been determined to be inappropriate for private sector performance because the work performed by the FTE is not severable from the work performed by other inherently governmental FTE(s). The Department through Competitive Sourcing Initiative studies or by the reporting offices periodically reviewing the FTEs, the FTEs' activities will be evaluated to determine if they can be realigned to allow for competition.

c. DOE offices shall designate FTEs with Reason Code A to identify a minimum number of FTEs that are required to ensure that decision-making officials maintain sufficient levels of oversight, control, and accountability over Government operations and federally funded projects and tasks. The incumbents in these positions provide corporate knowledge and technical expertise necessary to ensure that Government and public interests are advanced and that Government contractual obligations are fully satisfied by playing an active and informed role in areas such as contract administration and evaluation. This includes FTEs in staff and line functions that require current technical knowledge and on-the-job training and work experience necessary to effectively influence Government decision-making and progress into positions of authority and direction.

1. Examples include FTEs that:
 - a. Interpret and/or execute Federal laws and develop associated policy and regulatory guidance in assigned functional areas, e.g., resource management, procurement/contracting, personnel administration, etc.;
 - b. Render value judgments, develop recommendations, and establish management criteria and objectives on behalf of the Government, e.g., legal opinions, program priorities, budget requests, performance evaluation, contract awards, quality assurance, personnel selection and appraisal, security clearances, etc.;

Enclosure 4

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
 May 2003

- c. Develop government positions, testimony, legislation, and responses to the Congress, audit agencies, public and private sector inquiries, etc. (because of the appearance of private influence with respect to documents that are prepared for the Congress or reflect government position pursuant to OFPP Policy Letter 92-1);
 - d. Perform duties that require official government representation, e.g., prosecution and adjudicatory functions, Federal license certifications, foreign government relations, employee labor relations, legislative activities, public affairs, financial collection activities; and,
 - e. Are in formal personnel management programs designed to provide progression into civilian positions that require government corporate knowledge and technical expertise.
2. The manpower under this category perform functions listed in Appendix B of OFPP Policy Letter 92-1, and represent the minimum number necessary for government control.
 3. Identification and validation of FTEs under this criterion are based upon a manpower requirements study or assessment of what functions and duties must be performed by Government employees and other conditions that must exist in order to maintain sufficient Government expertise and oversight or Competitive Sourcing Initiative Study. Manpower guidance governing this criterion will vary by function based upon its nature, complexity, magnitude of contract reliance, organizational level, geographic dispersion, and other factors (including access to ultimate decision-maker). Every effort must be made to avoid situations where Government decision making in a functional area is weighted in favor of, or limited to, options presented by the private sector interests.

REASON CODE B

The Commercial Activity is suitable for a Cost Comparison or a Direct Conversion.

Reason Code B should be applied to any function or activity where the decision as to who should perform the work is a quality and cost based decision and the agency would expect that this decision would be based upon the results of a public-private competition conducted in accordance with OMB Circular A-76.

REASON CODE C

The Commercial Activity is the subject of an in-progress Cost Comparison or Direct Conversion.

For 2003 OMB eliminated the 2002 Reason Code C and converted the 2002 Reason Code D to the 2003 Reason Code C. In the Excel based data collection tool each office will receive, as

Enclosure 4

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
 May 2003

appropriate, for those FTEs that were coded Reason Code C, the Reason Code will be left blank, so that each office may make an appropriate Reason Code revision decision for 2003. All 2002 Reason Code D FTEs have been updated to the appropriate 2003 Reason Code C sub-code in the Excel based data collection tool each office will receive. The FTEs identified in Reason Code C are those that were included in the functional area competitive sourcing studies announced March 22, 2002, and excludes those FTEs the Competitive Sourcing Initiative ESG has released from study since that announcement. The DOE Reason Code C sub-codes are as follows:

C1 - Information Technology positions identified as part of the 2002-2003 Competitive Sourcing Studies (In 2002, Reason Code D1).

C2 - Human Resources positions identified as part of the 2002-2003 Competitive Sourcing Studies (In 2002, Reason Code D2).

C3 - Financial Services positions identified as part of the 2002-2003 Competitive Sourcing Studies (In 2002, Reason Code D3).

C4 - Logistics positions identified as part of the 2002-2003 Competitive Sourcing Studies (In 2002, Reason Code D5).

C5 - Graphics positions identified as part of the 2002-2003 Competitive Sourcing Studies (In 2002, Reason Code D6).

C6 - Civil Rights Reviews positions identified as part of the 2002-2003 Competitive Sourcing Studies (In 2002, Reason Code D7).

REASON CODE D

The Commercial Activity is performed by a Most Efficient Organization (MEO) resulting from a Cost Comparison decision made within the past five years.

For 2003 there will **not** be any DOE FTEs coded in Reason Code D.

REASON CODE E

The Commercial Activity is pending an agency approved restructuring decision (e.g., closure, realignment).

DOE offices shall use code E for all FTEs performing work in a function that has been deferred from a cost comparison or direct conversion to contract performance, pending the results of an approved force restructuring decision. This code is limited to restructuring initiatives such as approved base closures, or functional realignment or consolidation actions that have been approved in writing (In 2002, Reason Code F). All 2002 Reason Code F FTEs have been updated to Reason Code E in the Excel based data collection tool each office will receive.

Enclosure 4

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
 May 2003

REASON CODE F

Performance of the commercial activity by government personnel is required due to a statutory prohibition against private sector performance.

There were no DOE FTEs coded in the 2002 Reason Code G, which is replaced by Reason Code F for 2003.

The following cross-walk was included in OMB's 2003 Inventory guidance. The discussion column contains OMB's broad non-mandatory expectations for all Federal agency conversion of 2002 Reason Coded FTEs to 2003 Reason Coding.

OMB 2002 TO 2003 INVENTORY REASON CODES CROSS-WALK

2002 Inventory Reason Codes	2003 Inventory Reason Codes	Discussion
A - "Indicates that the function is performed by Federal employees and is specifically exempt by the agency (Agency Head) from the cost comparison requirements of the Circular and this Supplemental Handbook."	A - "The Commercial Activity is not appropriate for private sector performance pursuant to a written determination."	For 2003, the Agency Head may delegate this determination.
B - "Indicates that the activity is performed by Federal employees and is subject to the cost comparison or direct conversion requirements of the Circular and this Supplement."	B - "The Commercial Activity is suitable for a Cost Comparison or a Direct Conversion."	The 2003 Code B consolidates functions that were listed in the 2002 B and C codes.
C - "Indicates that the activity is performed by Federal employees, but it has been specifically made exempt from the provisions of the Circular and this Supplement by Congress, Executive Order or OMB."		The 2002 Code C indicated that a function could be available for direct conversion, but that the direct conversion is not "in-progress" For 2003, these functions are expected to be listed in Code B.

Enclosure 4

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
 May 2003

D - "Indicates that the function is currently performed by in-house Federal employees and is in the process of being compared or converted directly to contract or inter-service support agreement performance."	C - "The Commercial Activity is the subject of an in-progress Cost Comparison or Direct Conversion."	The 2003 Code C replaces the 2002 Code D.
E - "Indicates that the function is retained in-house as a result of a cost comparison."	D - "The Commercial Activity is performed by a Most Efficient Organization (MEO) resulting from a Cost Comparison decision made within the past five years."	The 2003 Code D replaces the 2002 Code E.
F - "Indicates the function is currently being performed by Federal employees, but a review is pending force restructuring decisions (i.e., base closure, realignment, consolidation, etc.)"	E - "The Commercial Activity is pending an agency approved restructuring decision (e.g., closure, realignment)."	The 2003 Code E replaces the 2002 Code F.
G - "Indicates that the function is prohibited from conversion to contract because of legislation."	F - "Performance of the commercial activity by government personnel is required due to a statutory prohibition against private sector performance."	The 2003 Code F replaces the 2002 Code G
H - "Waiver Issued."		This code is eliminated. Functions listed under the 2002 Code H are expected to be listed under Code B in the 2003 inventory.
I - "Indicates the function is being performed in-house as a result of a cost comparison resulting from a decision to convert from contract to in-house performance."		This code is eliminated. Functions listed under the 2002 Code I are expected to be listed under Code D in the 2003 inventory.

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

Complete list of 2003 Inherently Governmental and Commercial Activities Inventory Function Codes

A - Recurring Testing and Inspection Services

A100 Electronic
A200 Health Care
A300 Safety
A400 Transportation
A500 Food and Drug
A600 Other Technical Testing or Inspection
A610 Management Headquarters—Test and Evaluation
A620 Test and Evaluation Operations
A630 Management and Support to Test and Evaluation
A699 Other Test and Evaluation Activities
A700 Systems Certification Services
A000 Administrative Support

B - Personnel Management

B100 Classification
B102 Classification Reviews
B200 Employee Development
B300 Staffing Reviews
B301 Processing
B302 Manpower Research and Analysis
B303 Manpower Development
B400 Employee Relations
B401 Benefits Reviews and Analysis
B500 Labor Relations and Support
B501 Agency Equal Employment Opportunity Reviews
B502 Negotiated Dispute Resolution
B600 Examining
B700 Personnel Management Specialist
B701 Personnel Operations Management
B702 Personnel IT Support
B710 Management Headquarters—Civilian Personnel
B720 Civilian Personnel Operations
B810 Management Headquarters—Military Personnel
B820 Military Recruiting and Examining Operations
B830 Military Personnel Operations
B910 Management Headquarters—Personnel Social Action Programs

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

B920 Personnel Social Action Program Operations
B999 Other Personnel Activities
B000 Personnel Administrative Support

C - Finance and Accounting

C100 Voucher Examining
C110 Management Headquarters—Financial Management
C200 Cash Receipt
C300 Accounting Technicians
C301 Accounts Payable
C302 Travel Processing
C303 Fixed Assets
C304 Accounts Receivable
C305 Collections
C306 Customer Billings
C307 General Accounting
C308 Financial Report Generation
C309 Cost Accounting
C310 Payroll Processing
C311 Claims Analysis
C312 Payments Issuance Support/Processing
C313 Financial Systems Support
C314 Financial Management and Program Planning
C315 Financial Management Operations
C316 Financial Systems Development and Planning
C317 Financial Systems Operations
C400 Budget Support
C401 Financial Analysis
C402 Cash and Debt Management
C403 Financial Program Management
C404 Business Performance Reporting
C405 Business Performance Analysis
C406 Cost Analysis
C407 Mortgage Analysis
C408 Asset Management and Disposal
C409 Property Oversight
C500 External Auditing
C501 Internal Auditing
C700 Finance/Accounting Services
C999 Other Financial Management Activities
C000 Administrative Support

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

D - Regulatory and Program Management Support Services

D100 Regulatory Activities Support
D101 Regulatory Economists/Statisticians
D102 Regulatory Audits
D103 Salary/Wages Reviews
D104 Labor Wage and Hour Compliance Reviews
D105 Education Benefits and Entitlements Analysis
D106 Loan Guaranty Benefits and Entitlements Analysis
D107 Vocational Entitlements Analysis
D200 Data Collection and Analysis
D201 Customer Surveys and Evaluations
D300 Statistical Analysis
D400 Compliance Surveys and Inspections
D410 Compliance Operations
D411 Compliance Assessments
D500 Benefits and Entitlements Services
D501 Customer Services
D502 Administrative Reviews
D503 Compensation Claims Reviews
D504 Insurance Analysis
D505 Compensation Claims Examining
D604 Customer Service Contacts
D606 Asset Appraisal and Valuation
D700 Systems Design, Testing and Certification
D701 Program Marketing and Outreach
D702 Program Planning and Support
D703 Application Receipt and Processing
D704 Program Monitoring and Evaluation
D705 Program Marketing and Outreach
D706 Program Monitoring
D707 Program Evaluation
D708 Application Receipt/Processing
D709 Mortgage Underwriting
D710 Field Inspection Services
D711 External Equal Employment Opportunity Reviews
D712 Safety and Occupational Health Management
D713 Safety and Occupational Health Inspections
D720 Independent Appeals Reviews
D800 Air Traffic Control
D801 Air Traffic Systems Inspections
D900 Maritime Traffic Control

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

D910 Operation of Locks and Dams
D920 Buoy Maintenance
D930 Mine Safety and Health
D000 Administrative Support

E - Environment

E100 Hazardous Waste Management
E101 Environmental Restoration Analysis
E102 FIFRA/FDCA Risk Analysis
E103 FSCA Risk Analysis
E104 Environmental Clean-up Services
E110 Management Headquarters—Environmental Security
E120 Environmental and Natural Resource Services
E200 Solid Waste Data Collection/Analysis
E220 Safety
E225 Occupational Health Services
E230 Explosives Safety
E250 Response to Hazardous Material Mishaps
E300 Pollution Prevention
E400 Air Pollution Data Collection/Analysis
E401 Clean Air Act Pollution Prevention
E500 Water Data Collection/Analysis
E501 Clean Water Act Compliance/Pollution Prevention
E502 Safe Drinking Water Act Compliance/Pollution Prevention
E503 Occupational Safety, Health and Environmental Compliance
E600 Environmental Planning/NEPA
E601 Environmental Impact Statements
E602 Environmental Impact Statement Reviews
E700 Resource Conservation and Recovery Act Compliance/Pollution Prevention
E800 Multimedia Compliance/Pollution Prevention
E801 Trusteeship
E999 Other Environmental Security Activities
E000 Administrative Support

F - Procurement

F100 Quality Assurance
F110 Management Headquarters—Systems Acquisition
F120 Systems Acquisition—Program Management
F140 Technology Transfer and International Cooperative Program Management
F150 Systems Acquisition—Research and Development Support

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

F160 Systems Acquisition—Other Program Support
F199 Other Systems Acquisition Activities
F200 Contracting (Operational)
F300 Contracting (Analysis)
F310 Management Headquarters—Procurement and Contracting
F320 Contract Administration and Operations
F399 Other Procurement and Contracting Activities
F400 Recurring Purchasing
F510 Engineering Support at Maintenance Depots
F520 All Other Engineering Support
F000 Administrative Support

G - Social Services

G001 Care of Remains of Deceased Personnel
& Funeral Services
G006 Commissary Management
G008 Commissary Operations
G009 Clothing Sales Store Operations
G010 Recreational Library Services
G011 Morale, Welfare, and Recreation Services
G012 Community Services
G013 Military Exchange Operations
G050 Management Headquarters—Community and Family Services
G055 Morale, Welfare, and Recreation (MWR) Services
G060 Family Center Services
G065 Child-Care and Youth Programs
G080 Homeowners' Assistance Program
G090 Employee Relocation Assistance Program
G100 Disaster Relief Applications Services
G101 Disaster Relief Services
G102 Librarian Services
G103 Library Operations and Management
G104 Technical/Professional/Legal Library Information Services
G105 Recreational Library Operations
G210 Postal Services
G220 Military Bands
G900 Chaplain Activities and Support Services
G901 Housing Administrative Services
G902 Casualty and Mortuary Affairs
G904 Family Services

Enclosure 2

Department of Energy

Inventory of Inherently Governmental and Commercial Activities

Guide to Inventory Submission

May 2003

G905 Community Relations
G910 Temporary Lodging Services
G999 Other Social Services
G000 Administrative Support

H - Health Services

H010 Management Headquarters—Health Services
H050 Hospital/Clinic Management
H100 Medical Care
H101 Hospital Care
H102 Surgical Care
H103 Surgical Services
H105 Nutritional Care
H106 Pathology Services
H107 Radiology Services
H108 Pharmacy Services
H109 Physical Therapy
H110 Materiel Services
H111 Orthopedic Services
H112 Ambulance Services
H113 Dental Care
H114 Dental Laboratories
H115 Clinics and Dispensaries
H116 Veterinary Services
H117 Medical Records
H118 Nursing Services
H119 Preventive Medicine
H120 Occupational Health
H121 Drug Rehabilitation
H125 Rehabilitation Services
H127 Alcohol and Drug Rehabilitation
H201 Medical Services
H202 Psychiatric and Psychology Services
H203 Ambulatory Care Services
H204 Domiciliary Care
H205 Extended Care Services
H206 Social Work
H207 Field Pathology & Laboratory Medicine
H208 Audiology & Speech Pathology Services
H209 Nuclear Medicine Services
H210 Pediatric Services

Enclosure 2

Department of Energy

Inventory of Inherently Governmental and Commercial Activities

Guide to Inventory Submission

May 2003

H211 Optometric Services
H212 Spinal Cord Injury Services
H213 GRECC Services
H214 Neurology Services
H215 Dermatology Services
H216 Radiation Therapy Services
H217 Mental Illness Research, Education & Clinic
H218 Rehabilitation Medicine Services
H219 Nutrition & Food Production Services
H220 Blind Rehabilitation Services
H221 Recreation Services
H222 Prosthetics & Sensory Aides Services
H223 Ambulatory Care Administration
H224 Learning Resource Centers
H225 Federal Employee Health Services
H226 VISN Services & VISN Support Service Center
H227 Veterans Canteen Service
H250 Medical and Dental Devices Development
H300 Emergency Medical Services Management Planning
H301 Emergency Medical Services
H350 Hospital Food Services and Nutritional Care
H400 Medical Evaluation Services
H401 Medical Officers
H402 Industrial Hygiene Reviews and Analysis
H403 Health Inspections
H404 Health Services Administration and Management
H450 Medical Records and Medical Transcription
H500 Dialysis Services
H501 Anesthesiology
H502 Diagnostic Radiology
H503 Geriatrics
H504 Geriatric Research
H505 Geriatric Clinical Centers
H506 Orthopedic Shoe Services
H507 Orthotics Laboratory
H600 Hospital Administration
H601 Ward Administration
H602 Income Verification
H603 Claims Analysis
H604 Hospital Supply and Distribution
H605 Ambulatory Care Administration

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

H606 Information Resource Management Services
H607 Voluntary Services Administration
H608 Records Administration
H609 Bed Services and Patient Assistance
H610 Waste Management
H650 Hospital Supplies and Equipment
H710 Medical Transportation Services
H999 Other Health Services
H000 Administrative Support

I - Investigations

I100 Inspector General Services
I110 Management Headquarters—Audit
I120 Audit Operations
I200 Safety
I415 Non-field Technical Support to Criminal Investigations
I416 Non-Field Administrative Support Criminal Investigations
I420 Financial Audits
I430 Performance Audits
I440 Management Evaluations/Audits
I441 Logistics Audits
I500 Background investigations
I501 IG Data Collection and Analysis
I502 Case Assessment/Management/Disposition
I510 Personnel Security Clearances and Background Investigations
I520 Criminal, Counter Intelligence, and Administrative Investigative Services
I530 Industrial Security Assessments
I999 Other Audit and Investigative Activities
I000 Administrative Support

J - Intermediate, Direct or General Repair and Maintenance of Equipment

J410 Organizational and Intermediate Repair and Maintenance Management
J501 Aircraft
J502 Aircraft Engines
J503 Missiles
J504 Vessels
J505 Combat Vehicles
J506 Non-Combat Vehicles and Equipment
J507 Electronic and Communication Equipment
J510 Railway Equipment

Enclosure 2

Department of Energy

Inventory of Inherently Governmental and Commercial Activities

Guide to Inventory Submission

May 2003

J511 Special Equipment
J512 Armament
J513 Dining Facility Equipment
J514 Medical and Dental Equipment
J515 Containers, Textile, Tents, and Tarpaulins
J516 Metal Containers
J517 Training Devices and Audiovisual Equipment
J518 Support Equipment
J519 Industrial Plant Equipment
J520 Test, Measurement and Diagnostic Equipment (TMDE)
J521 Other Test, Measurement and Diagnostic Equipment
J522 Aeronautical Support Equipment
J550 Software Support for Embedded and Mission Systems
J555 Tactical Automatic Data Processing Equipment (ADPE)
J570 Armament and Ordnance
J575 Munitions
J600 Metal and Other Containers, Textiles, Tents and Tarpaulins
J700 Portable Troop Support Equipment
J750 Portable Field Medical and Dental Equipment
J999 Organizational and Intermediate Maintenance
J000 Administrative Support

K - Depot Repair, Maintenance, Modification, Conversion or Overhaul of Equipment

K410 Depot Management
K531 Aircraft
K532 Aircraft Engines
K533 Missiles
K534 Vessels
K535 Combat Vehicles
K536 Non-Combat Vehicles and Equipment
K537 Electronic and Communication Equipment
K538 Railway Equipment
K539 Special Equipment
K540 Armament
K541 Industrial Plant Equipment
K542 Dining and Facility Equipment
K543 Medical and Dental Equipment
K544 Containers, Textile, Tents, and Tarpaulins
K545 Metal Containers
K546 Test, Measurement and Diagnostic Equipment (TMDE)

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

K547 Other Test, Measurement and Diagnostic Equipment
K548 Aeronautical Support Equipment
K549 Support Equipment
K550 Software Support for Embedded and Mission Systems
K555 Tactical Automatic Data Processing Equipment (ADPE)
K570 Armament and Ordnance
K575 Munitions
K600 Metal and Other Containers, Textiles, Tents and Tarpaulins
K700 Portable Troop Support Equipment
K750 Portable Field Medical and Dental Equipment
K999 Depot Repair and Maintenance of Other Equipment
K000 Administrative Support

L - Grants Management

L100 Application Services
L101 Application Reviews and Evaluations
L102 Independent Grant Review Appeals
L000 Administrative Support
L200 Grants Monitoring and Evaluation

M - Forces And Direct Support

M120 Combatant Headquarters—CINC Command Authority
M145 Combatant Headquarters—Military Department Command Authority
M150 Support to the CINCS—Information
M199 Other Operational Command and Control Activities
M301 Management Headquarters—Intelligence
M302 Intelligence Policy and Coordination
M306 Classification Management
M310 Counterintelligence
M312 Imagery Intelligence (IMINT)
M314 Imagery Acquisition
M316 Geospatial Information Production
M318 Geospatial Information Acquisition and Processing
M320 Open Source Intelligence (OSINT) Collection/Processing
M322 Language Exploitation
M324 Multidisciplinary Collection and Processing
M326 Intelligence Communications and Filtering
M328 All Source Analysis
M330 Intelligence Production Integration and Analytic Tools
M334 Intelligence Requirements Management and Tasking
M399 Other Intelligence Activities

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

M410 Expeditionary Force Operations
M610 Homeland Defense Operations
M810 Military Space Operations

P - Base Maintenance/Multifunction Contracts

P100 Installation Operation Contracts (Multi-function)
P110 Management Headquarters—Logistics
P120 Management Headquarters—Maintenance
P000 Administrative Support

Q - Civil Works

Q120 Management Headquarters—Civil Works
Q220 Water Regulatory Oversight and Management
Q240 Natural Resources Oversight and Management
Q260 Civil Works Planning Production and Management
Q420 Bank Stabilization
Q440 Maintenance of Open Waterways for Navigation
Q460 Maintenance of Jetties and Breakwaters
Q520 Operation and Maintenance of Locks and Bridges
Q540 Operation and Maintenance of Dams
Q560 Operation and Maintenance of Hydropower Facilities
Q580 Operation and Maintenance of the Washington Aqueduct
Q620 Operation and Maintenance of Recreation Areas
Q999 Other Civil Works Activities
Q000 Administrative Support

R - Research, Development, Test, and Evaluation (RDT&E)

R100 Theoretical Research
R103 Biomedical Research
R104 Animal Research
R110 Management Headquarters—Research and Development
R120 Science and Technology
R140 Management and Support to R&D
R200 Basic R&D
R300 Developmental
R400 Testing
R500 Acceptance
R600 Applied Research
R660 RDT&E
R900 Operation and Maintenance of Physical Plant
R901 Building & Grounds Maintenance

Enclosure 2

Department of Energy

Inventory of Inherently Governmental and Commercial Activities

Guide to Inventory Submission

May 2003

R902 Models Design and Construction

R999 Other S&T and R&D Management and Support Activities

R000 Administrative Support

S - Installation Services

S100 Management Headquarters—Installations

S200 Installation, Base, or Facility Management

S210 Building Management

S310 Housing Management

S410 Custodial Services

S420 Collection and Disposal of Trash and Other Refuse

S430 Collection and Disposal of Hazardous Material (HAZMAT)

S435 Pest Management

S440 Fire Prevention and Protection

S450 Laundry and Dry Cleaning Operations

S499 Other Building and Housing Management Services

S500 Management of Law Enforcement, Physical Security and Security Guard Operations

S510 Law Enforcement, Physical Security, and Security Guard Operations

S520 Support Services to Law Enforcement, Physical Security, and Security Guard Operations

S540 Security of Classified Material

S560 Special Guard Duties

S700 Natural Resource Services

S701 Public Affairs/Relations

S702 Financial and Payroll Services

S703 Debt Collection

S706 Bus Services

S713 Food Services

S714 Furniture Repair

S715 Office Equipment Maintenance and Repair

S716 Motor Vehicle Operation

S717 Motor Vehicle Maintenance

S719 Confinement Facility Operations

S720 Prison Operations and Maintenance

S721 Prison Security Operations (Guards)

S723 Other Prison Operations (Food, Administrative)

S724 Other Law Enforcement, Physical Security and Security Operations

S724A Special Nuclear Materials Courier

S725 Electrical Plant and Distribution Systems Operation and Maintenance

S726 Heating Plant and Distribution Systems Operation and Maintenance

S727 Water Plant and Distribution Systems Operation and Maintenance

S728 Sewage and Waste Plant and Distribution Systems Operation and Maintenance

Enclosure 2

Department of Energy

Inventory of Inherently Governmental and Commercial Activities

Guide to Inventory Submission

May 2003

S729 Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance

S730 Incinerator Plant and Sanitary Fill Operations

S731 Supply Operations

S732 Warehousing and Distribution

S733 Building Services

S734 Leasing Services

S735 Engineering Services

S736 Plumbing Craft Support Services

S737 Electrical Craft Support Services

S739 Locksmithing

S740 Transportation Management Services

S741 Supply, Warehousing and Distribution Services Management

S742 Inventory Analysis and Management

S743 Vehicle Acquisition Support Services

S744 Fleet Management Services

S745 Security and Protection Services

S750 Museum Operations

S751 Curator Services

S752 Exhibits Management and Planning

S753 Facility Security Management

S760 Contractor-Operated Parts Stores & Civil Engineering Supply Stores

S799 Other Utility Plant and Distribution Systems Operation and Maintenance

S999 Other Installation Services

S000 Administrative Support

T - Other Non-Manufacturing Operations

T101 Management Headquarters—Supply

T110 Retail Supply Operations

T120 Wholesale/Depot Supply Operations

T130 Storage and Warehousing

T140 Supply Cataloging

T150 Warehousing and Distribution of Publications

T160 Bulk Liquid Storage

T165 Distribution of Petroleum Oil and Lubricant Products

T167 Distribution of Liquid, Gaseous and Chemical Products

T175 Troop Subsistence

T177 Food Supply

T180 Military Clothing

T190 Preparation, Demilitarization and Disposal of Excess and Surplus Inventory

T199 Other Supply Activities

T600 Real Property Management

Enclosure 2

Department of Energy

Inventory of Inherently Governmental and Commercial Activities

Guide to Inventory Submission

May 2003

T601 Real Property Disposal
T602 Property Development
T603 Real Property Acquisition Support Services
T700 Miscellaneous Program Management
T701 Management Headquarters—Transportation
T710 Traffic/Transportation Management Services
T800 Ocean Terminal Operations
T801 Storage and Warehousing
T802 Cataloging
T803 Acceptance Testing
T804 Architect-Engineering
T805 Operation of Bulk Liquid Storage
T806 Printing and Reproduction
T807 Visual Information
T810 Air Transportation Services
T811 Water Transportation Services
T812 Rail Transportation Services
T813 Engineering and Technical Services
T814 Aircraft Fueling Services
T815 Scrap Metal Operation
T817 Other Communications and Electronics Systems
T818 Systems Engineering and Installation of Communications Systems
T819 Preparation and Disposal of Excess and Surplus Property
T820 Administrative Support Services
T821 Special Studies and Analysis
T822 Operations Research
T823 Actuarial Services
T824 Motor Vehicle Transportation Services
T826 Air Traffic Control
T830 Interior/Facility Design
T831 Drafting Services
T832 Construction Management
T833 Civil Engineering & Analysis Services
T834 General Engineering & Analysis Services
T835 Chemical Engineering & Analysis Services
T836 Electrical Engineering & Analysis Services
T837 Fire Protection Engineering & Inspection
T838 Safety Engineering & Analysis Services
T839 Mining Engineering & Analysis Services
T840 Geodetic Engineering and Analysis Services
T841 Geological Analysis

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

T850 Forestry Management Support
T851 Forestry Operations
T852 Soil Conservation Evaluation & Analysis
T853 Soil Conservation Operations
T854 Royalty Management Operations
T855 Industrial Engineering
T899 Other Transportation Services
T900 Training Aids, Devices, and Simulator Support
T999 Other Non-Manufacturing Operations
T000 Administrative Support

U - Education and Training

U001 Management Headquarters—Military Education and Training
U050 Military Institutional Education and Training Management
U100 Recruit Training
U150 Multiple Category Training
U200 Officer-Acquisition (Pre-Commissioning) Training
U300 Specialized Skill Training
U301 Training Management
U302 Training Administration
U303 Training Technical Support
U304 Vocational Training
U305 Vocational Rehabilitation
U400 Flight Training
U500 Professional Development Training
U501 Management Training
U502 Medical & Health Training
U503 Engineering & Architectural Training
U504 Legal Training
U505 Business/Financial/Budget Training
U506 Inspection (IG) Training
U510 Professional Military Education
U520 Graduate Education, Fully Funded, Full-time
U530 Other Full-time Education Programs
U540 Off-Duty and Voluntary Education Programs
U550 Training Development and Support for Military Education and Training
U599 Other Military Education and Training Activities
U600 Civilian Education and Training
U605 Management Headquarters—Civilian Education and Training
U610 Law Enforcement Training
U620 Management of Civilian Institutional Training, Education, and Development

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

U630 Acquisition Training, Education, and Development
U640 Civil Works Training, Education, and Development
U650 Intelligence Training, Education, and Development
U660 Medical Training, Education, and Development
U699 Other Civilian Training, Education and Development
U700 Dependent Education
U710 Management Headquarters—Dependent Education
U720 Dependent Education Field Management
U760 Dependent Education—Teacher Instruction
U770 Dependent Education—Substitute Instruction
U780 Dependent Education—Aides for Instruction
U799 Other Dependent Education Activities
U800 Training Development and Support
U999 Other Training Functions
U000 Administrative Support

W - Communications, Computing, and Other Information Services

W100 Management Headquarters—Communications, Computing and Information
W210 Telephone Systems
W220 Telecommunication Centers
W299 Other Communications Systems
W310 Computing Services and Data Base Management
W399 Other Computing Services
W410 Information Operations and Information Assurance/Security
W430 Mapping and Charting
W440 Meteorological and Geophysical Services
W499 Other Information Operation Services
W500 Data Maintenance
W501 Report Processing/Production
W600 Data Center Operations
W601 Information Technology Management
W824 Data Processing Services
W825 Maintenance of ADP Equipment
W826 Systems Design, Development and Programming Services
W827 Software Services
W828 Seat Management Services
W829 Client Services
W999 Other ADP Functions
W000 Administrative Support

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

X - Products Manufactured and Fabricated In-House

X931 Ordnance
X932 Products Made From Fabric or Similar Materials
X933 Container Products and Related Items
X934 Preparation of Food and Bakery Products
X935 Liquid, Gaseous and Chemical Products
X936 Rope, Cordage, and Twine Products; Chains and Metal Cable Products
X937 Logging and Lumber Products
X938 Communications and Electronic Products
X939 Construction Products
X940 Rubber and Plastic Products
X941 Optical and Related Products
X942 Sheet Metal Products
X943 Foundry Products
X944 Machined Parts
X999 Other Products Manufactured and Fabricated
X000 Administrative Support

Y - Force Management And General Support

Y105 Management Headquarters—Defense Direction and Policy Integration
Y115 Management Headquarters—Joint Staff Direction of the Armed Forces
Y130 Intelligence
Y150 Classified Activities
Y160 Corporate Planning
Y199 Other Force Management and General Support Activities
Y210 Management Headquarters—Operation Planning and Control
Y215 Operation Planning and Control
Y217 Combat Development Evaluations and Experimentation
Y220 National Mobilization and Emergency Preparedness Management
Y240 Management Headquarters—Manpower Management
Y245 Manpower Management Operations
Y310 Management Headquarters—Foreign Military Sales and Security Assistance
Y315 Foreign Military Sales and Security Assistance Program Management
Y320 Support External to DOD—Not Identified
Y400 Legal Services
Y401 General Attorney's Services
Y403 Paralegal
Y405 Management Headquarters—Legal Services
Y410 Criminal Investigation
Y415 Legal Services and Support
Y440 Federal Licensing and Permitting

Enclosure 2

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

Y450 Maritime Activities
Y451 Search and Rescue
Y452 Aids to Navigation
Y453 Marine Safety/Inspection
Y501 Management Headquarters—Public Affairs
Y510 Budget and Financial Program Management
Y511 Budget Execution Support Services
Y515 Public Affairs Program Activities and Operations
Y520 Public Works and Real Property Maintenance Program Management
Y525 Protocol Operations
Y527 Other Protocol Activities
Y530 Personnel, Community Activities and Manpower Program Management
Y540 Maintenance and Logistics Program Management
Y550 Information and Telecommunications Program Management
Y560 Management Headquarters—Visual Information
Y570 Visual Information Program Activities and Operations
Y610 Management Headquarters—Legislative Affairs
Y620 Legislative Affairs
Y650 Acquisition (Equipment and Weapons Systems)
Y651 Identifying and Developing Consumer/Customer Information Services
Y710 Management Headquarters—Historical Affairs
Y720 Historical or Heraldry Services
Y730 Museum Operations (NOTE THIS IS ALSO SHOWN AS S750)
Y810 Management Headquarters—Administrative Support
Y815 Administrative Support Program Management
Y820 Administrative Management and Correspondence Services
Y830 Documentation Services
Y840 Directives and Records Management Services
Y850 Microfilming and Library Services
Y860 Printing and Reproduction Services
Y880 Document Automation and Production Services
Y899 Other Administrative Support Activities
Y999 Other Functions
Y000 Administrative Support

Z - Maintenance, Repair, Alteration, and Minor Construction of Real Property

Z101 Corps of Engineers Program and Project Management
Z110 Management of Major Construction of Real Property
Z120 Real Estate/Real Property Acquisition.
Z135 Title, Outgranting, and Disposal of Real Estate/ Real Property-National Projects

Enclosure 2

Department of Energy

Inventory of Inherently Governmental and Commercial Activities

Guide to Inventory Submission

May 2003

Z138 Title, Outgranting and Disposal of Real Estate/

Z145 Architect-Engineering-National Projects

Z148 Architect-Engineering-Local Projects

Z199 Other Real Property Program and Project Management Activities

Z991 Minor Construction, Maintenance and Repair of Family Housing and Structures

Z992 Minor Construction, Maintenance and Repair of Buildings and Structures Other Than Family Housing

Z993 Maintenance and Repair of Grounds and Surfaced Areas

Z997 Maintenance and Repair of Railroad Facilities

Z998 Maintenance and Repair of Waterways and Waterfront Facilities

Z999 Maintenance, Repair and Minor Construction of Other Real Property

Z000 Administrative Support

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

DOE LIST OF SELECTED FUNCTIONS WITH DEFINITIONS

This section includes definitions of some functions. The definitions are based on information contained in the Department of Defense Guide for Inventory Submission. The DOE Inventory is not restricted to just the functions that are defined in this section. The information provided is all that is currently available. As more functions are defined, they will be added to this section.

A – RECURRING TEST AND INSPECTION SERVICES

A100 Electronic. This function includes inspection and test of security equipment.

B – PERSONNEL AND SOCIAL SERVICES

B400 Employee Relations. This function includes review and coordination of employee organization and union affiliate partnership programs

B710 Management Headquarters—Civilian Personnel. This function includes the oversight, direction and control of personnel programs and/or subordinate civilian personnel offices (e.g., customer support units and service centers). Management headquarters personnel operations typically include development, issuance and defense of personnel policies; and providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

B720 Civilian Personnel Operations. This function includes operations typically performed by personnel and/or human resources offices, field operating agencies, or service centers. Personnel operations typically include recruitment (to include advertising); staffing; and employee relations advisory services; qualification determinations; classification of positions; benefits, compensation, and retirement counseling and processing; employee development; processing of personnel actions to include awards; labor relations; and, administration of the performance management process.

B910 Management Headquarters—Personnel Social Action Programs. This function includes oversight, direction, and control of personnel social action programs (such as Equal Employment Opportunity, Affirmative Employment, and Race Relations programs) and subordinate offices and centers. Management headquarters personnel advocacy operations typically include development and issuance of policies; providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

B920 Personnel Social Action Program Operations. This function includes operations performed by Equal Employment Opportunity, Affirmative Employment, and other personnel

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

social action program offices and centers. This includes program operations necessary for implementation and monitoring of program activities.

B999 Other Personnel Activities. This function includes personnel activities not covered by other function codes.

B000 Personnel Administrative Support. This function includes review and processing of employee personnel forms.

C - FINANCIAL MANAGEMENT. *Financial management consists of the development and dissemination of financial information; development and reporting of cost information; integration of accounting and budgeting information; and the systemic measurement of performance. Financial management consists of two major segments: planning, programming and budgeting, and finance and accounting operations to include Office's accounting and other systems that provide financial information and analysis to management.*

C110 Management Headquarters—Financial Management. This function includes the oversight, direction, and control of subordinate financial management organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

C300 Accounting Technicians. This function includes collection and report summarization of financial data.

C400 Budget Support. This function includes budget formulation, justification, and analysis activities involved in the budget estimates submission, Program Budget Decisions (PBD), and Energy Budget. It also includes budget execution, distribution of funds, certification of funds, monitoring of budget execution, and reporting on the status of funds.

C401 Financial Analysis. This function includes review and analysis of financial data to ensure adherence to financial and accounting standards

C403 Financial Program Management. This function includes management of financial policy and direction of program initiatives.

C405 Business Performance Analysis. This function includes monthly and quarterly management of financial expenditures.

C408 Asset Management and Disposal. This function includes management of federal facilities and disposal of Federal Assets.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

C700 Finance/Accounting Services. This function includes those accounting processes that record, classify, accumulate, analyze, summarize, and report information on the financial condition and operating position of an activity. Accounting is comprised of the functional operations involved in authorizing, recording, classifying, analyzing, and reporting financial information related to financing sources, gains, expenses, losses, transfers, assets, liabilities, equity, and internal controls. It encompasses the procedures and processes from the point a transaction is authorized through processing the data, payment and issuance of financial and management information statements and reports. Also included are payroll operations, (e.g., those transactions associated with payments to personnel and annuitants). It also includes “out-of-service debt” actions to recover outstanding debt from individuals and contractors. This also includes commercial payment operations (e.g., transactions associated with invoice payments to contractors, vendors, and transportation providers). Transportation payments include payment of government bills of lading, meal tickets, government transportation requests (GTRs), and travel voucher payments to individuals.

C999 Other Financial Management Activities. This function includes financial management activities not addressed by other function codes.

C000 Administrative Support. This function includes provision of administrative support needed to assist an office in accomplishing its mission

D – REGULATORY AND PROGRAM MANAGEMENT SUPPORT SERVICES

D100 Regulatory Activities Support. Includes development and implementation of government-wide policies and regulations

D200 Data Collection and Analysis. This function includes collection and analysis of data for management operations and policy formulation.

D606 Asset Appraisal and Valuation. This function includes review and asset appraisal of government-owned properties.

D700 Systems Design, Testing and Certification. This function includes review and certification of ADP system requirements.

D701 Program Marketing and Outreach. This function includes customer interface programs for client services.

D702 Program Planning and Support. This function includes direction and policy review of programs.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

D704 Program Monitoring and Evaluation. This function includes the design, monitoring and evaluation of administrative programs.

D710 Field Inspection Services. This function includes management review of operations.

D712 Safety and Occupational Health Management. This function includes OSHA reviews and certification reports.

D000 Administrative Support. This function includes a wide array of administrative support functions tailored to the specific requirements of individual organizations.

E —ENVIRONMENT. *This functional group is concerned with environmental management and natural resource services; safety and occupational health; explosives safety; fire and emergency services; response to hazardous material mishaps; and pest management on facilities. It excludes civil work projects and programs coded with the applicable Q function codes*

E101 Environmental Restoration Analysis. This function includes pre-construction environmental review.

E110 Management Headquarters—Environmental Security. This function includes overseeing, directing, and controlling programs and subordinate organizations concerned with one or more of the following areas: environmental management; explosives safety; fire and emergency services; hazardous materiel; and, pest management. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and allocating and distributing resources.

E120 Environmental and Natural Resource Services. This function includes operations that ensure compliance with statutory and regulatory environmental requirements at facilities to include, but not limited to, pollution prevention, Clean Air Act Compliance, Clean Water Act Compliance, Safe Drinking Water Act Compliance, Resource Conservation and Recovery Act Compliance. It also includes hazardous materials and waste management; environmental restoration—cleanup management (to include cleanup at active and closing bases); management of the conservation of natural, historical, archeological and cultural resources; application of up-to-date environmental technology; environmental assessment and planning; and, other similar operations. This also includes natural resource projects that take place at DOE facilities that are environmental compliance/conservation related. This includes efforts that implement natural resource management plans in the areas of fish, game, wildlife, forestry, watershed areas or ground water table, erosion control, and mineral deposit management at installations. It excludes maintenance of natural resources that are not environmental compliance/conservation related that are coded Z993. Also, this does not include the management of civil works projects covered by the Q function codes.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

E220 Safety. This function includes safety efforts designed to prevent accidental loss of human and material resources and protect the environment from the potentially damaging effects of DOE mishaps. This includes efforts to protect personnel from safety and health risks; hazard investigations; and worksite inspections, assessments, reviews and illness and injury trend analyses. This excludes occupational health services coded E225.

E225 Occupational Health Services. This includes epidemiology, medical entomology, environmental health, industrial hygiene, environmental health surveillance in operations, health hazards assessments, health physics, hearing conservation, sanitation and hygiene, operational risk management of health hazards, and medical worker's compensation support. This excludes collection and disposal of hazardous material coded S430 and health services provided by health clinics coded H203.

E230 Explosives Safety. This function includes efforts to protect personnel, property, and military equipment from unnecessary exposure to the hazards associated with ammunition and explosives and to protect the environment from the potentially damaging effects of ammunition and explosives.

E250 Response to Hazardous Material Mishaps. This function includes crisis or emergency response and clean-up operations for hazardous material spills and mishaps. This excludes the routine collection and disposal of hazardous material coded S430.

E600 Environmental Planning/NEPA. This function includes pre-construction environmental impact analysis.

E999 Other Environmental Security Activities. This function includes environmental security activities not covered by other function codes.

F - PROCUREMENT

F200 Contracting (Operational). This function includes:

- Procurement of automated information systems, weapon systems, support systems (to include training devices and simulators), supplies, services, and construction. This includes the determination of competitive or non-competitive procurement strategies; the issuance of solicitations and analysis of responses to them; oversight of source selections, negotiations, and the award and termination of contracts; preparation of contract modifications; processing of protests; retained administrative responsibilities; and operational policy implementation.
- Post award administration of contracts. This includes post award orientation conferences; oversight of contractor performance to assure compliance with contract and subcontract

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

requirements, terms, and conditions; issuance of contract amendments (to include terminal notices for default, and settlement, and convenience termination); processing claims against the government; issuance of task orders; tracking progress payments; contract close-outs; and, monitoring property administration.

F300 Contracting (Analysis). This function includes procurement reviews of policy and contractor performance.

F310 Management Headquarters—Procurement and Contracting. This function includes the oversight and direction of procurement and contracting organizations through developing policies; providing policy guidance; and reviewing and analyzing solicitations and/or contracts. This also includes recommending and/or directing the acquisition process for the negotiation, award, and administration of contracts.

F399 Other Procurement and Contracting Activities. This function includes procurement and contracting activities not covered by other function codes.

F000 Administrative Support. This function includes document typing and filing for procurement and contracting activities.

G – COMMUNITY AND SOCIAL SERVICES. *This includes functions that provide all ordering, receipt, storage, stockage and retailing for military commissaries and exchanges. This excludes procurement of goods for issue or resale. **These codes are NOT for DOE use.***

H - HEALTH SERVICES. *This functional group addresses the management and provision of medical and dental care to civilian employees. This includes all in and outpatient care provided in fixed treatment facilities.*

H010 Management Headquarters—Health Services. This function includes overseeing, directing, and controlling health service programs and subordinate health service organizations (hospitals, health clinics and dispensaries). Management headquarters operations include developing and issuing policies and providing policy guidance; reviewing and evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

H050 Hospital/Clinic Management. This function includes overseeing, directing, and controlling medical services within fixed treatment facilities (e.g., hospitals, dispensaries, and clinics). It includes reviewing and evaluating performance of operations; allocating and distributing resources; or, conducting mid- and long-range planning, programming and budgeting for the hospital, health clinic, or dispensary.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

H100 Medical Care. Medical care includes inpatient care and consultative evaluation in the medical specialties (e.g., pediatrics and psychiatry). It also includes the coordination of health care delivery relative to the examination, diagnosis, treatment, and disposition of medical inpatients (e.g., intensive care units, coronary care units, and neonatal-intensive care units).

H102 Surgical Care. Surgical care includes inpatient care and consultative evaluation in the surgical specialties, including obstetrics, gynecology, ophthalmology and otorhinolaryngology. It also includes the coordination of health care delivery relative to the examination, treatment, diagnosis, and disposition of surgical patients.

H106 Pathology Services. This function includes the operation of laboratories providing comprehensive clinical and anatomical pathology services; military blood program and blood bank services; epidemiology consultations; DNA registry; toxicology services; and, area reference laboratory services.

H107 Radiology Services. This function includes diagnostic and therapeutic radiologic services to inpatients and outpatients, including the processing, examining, interpreting, storage, and retrieval of radiographs, fluorographs, and radiotherapy (e.g., nuclear medicine).

H108 Pharmacy Services. This function includes services that produce, preserve, store, compound, manufacture, package, control, assay, dispense, and distribute medications (including intravenous solutions) for inpatients and outpatients.

H113 Dental Care. Dental care includes in and outpatient oral examinations, patient education, diagnosis, treatment, and care including all phases of restorative dentistry, oral surgery, prosthodontics, oral pathology, periodontics, orthodontics, endodontics, oral hygiene, preventive dentistry, and radiodontics.

H116 Veterinary Services. This function includes a complete zoonosis control program; complete medical care for government-owned animals; and veterinary medical support for animals used for biomedical research and development. This also includes support to other federal agencies when requested and authorized for assistance as part of a comprehensive animal preventive medicine program

H119 Preventive Medicine. This function includes operation of wellness or holistic clinics (preventive medicine), information centers, and research laboratories for disease prevention and control. This includes screening procedures (e.g., HIV), smoking cessation clinic services, immunizations, community and family health services, early intervention program services, health promotion services and health risk assessments.

H125 Rehabilitation Services. This function includes occupational and physical therapy services. It includes the care and treatment for in and outpatients whose ability to function is

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

impaired or threatened by disease or injury. Rehabilitation services concern impairments related to neuro-musculoskeletal, pulmonary, and cardiovascular systems. Services are performed to evaluate the function and impairment of these systems and to select and apply therapeutic procedures to maintain, improve, or restore these body functions.

H127 Alcohol and Drug Rehabilitation. This function includes operation of alcohol treatment facilities (to include urine testing for drug content) and drug/alcohol counseling centers. This also includes support for Alcohol Abuse Prevention and Control Programs (AAPCP), Alcohol/Drug Abuse Programs, and Alcohol Abuse Residential Treatment programs

H203 Ambulatory Care Services. This function includes all outpatient care in fixed treatment facilities not included elsewhere and same day medical services provided by health clinics (to include medical health clinics at defense facilities and schools). This function excludes occupational health services coded E225.

H250 Medical and Dental Devices Development. This function includes the design and construction of orthopedic appliances such as braces, casts, splints, supports, and shoes from impressions, forms, molds, and other specifications. This includes the design and construction of dental devices such as preparing casts and models; repairing dentures; fabricating transition, temporary, or orthodontic appliances and finishing dentures. It also includes the construction of optical devices (e.g., glasses).

H350 Hospital Food Services and Nutritional Care. This function includes hospital food services for inpatients (to include operation and administration of food preparation and serving facilities) for inpatients. It also includes dietetic treatment, counseling of patients, and nutritional education. This function excludes non-clinical food preparation for outpatients coded T177

H450 Medical Records and Medical Transcription. This function includes medical transcription, filing, and maintaining of medical records.

H650 Hospital Supplies and Equipment. This function includes providing or arranging for supplies, equipment, and certain services necessary to support the mission of the medical facility. Responsibilities include procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, maintenance, disposition, and accounting for designated medical and non-medical supplies and equipment. This includes central sterile supply and clinic handling of hazardous medical materials (HAZMAT) and waste. This function excludes collection and disposal of HAZMAT coded S430, laundry services coded S440, custodial services coded S410, and refuse handling coded S420. It also excludes maintenance of fixed medical and non-medical equipment coded Z992.

H710 Medical Transportation Services. This function includes all ground, helicopter, and fixed wing transportation for personnel who are injured, sick, or otherwise require both

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

emergency and non-emergency medical treatment, including standby duty in support of activities and ambulance bus services. This excludes maintenance of medical transportation vehicles coded J506 and K536.

H999 Other Health Services. This function includes health services not addressed by other function codes (to include operation of aerospace altitude chambers and decompression chambers).

I - INVESTIGATIONS.

I100 Inspector General Services. This function includes independent and objective oversight of the Agency's programs and operations; prevents and detects fraud and abuse; promotes and recommends policies to improve efficiency and effectiveness; and independently advises Congress and the Secretary of Energy of potential problems and deficiencies related to such programs and operations.

I110 Management Headquarters—Audit. This function includes the management of audit programs and/or the oversight, direction, and control of subordinate audit organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting audits planning, programming, and budgeting; and/or allocating and distributing resources.

I120 Audit Operations. This function includes the supervision and performance of individual audits and evaluations.

I440 Management Evaluations/Audits. This function includes managing, implementing, monitoring and evaluation of internal and external audits within DOE.

I510 Personnel Security Clearances and Background Investigations. This function includes the administration, investigation, and analyses of personnel security investigations conducted as the bases for both suitability and personnel security clearance eligibility for DOE employees and contractor personnel. This includes initial investigations, reinvestigations, and adjudications. It also includes sensitive cases (e.g., White House), issue cases, and the oversight of overseas leads. It requires agency-to-agency contacts on National Agency Checks, FBI fingerprint/name checks, and other similar inquiries. These investigations may include checks into law enforcement files, financial records, and other pertinent records. They may also entail interviews of the subject, the subject's friends, co-workers, employers, neighbors, and other individuals, as appropriate.

I520 Criminal, Counter Intelligence, and Administrative Investigative Services. This function includes administration, investigation, and analysis of special investigations (to include counter intelligence and fraud investigations and intelligence oversight reviews). This function excludes law enforcement operations performed at installations and bases coded S500-S520.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

I530 Industrial Security Assessments. This function includes the administration, oversight, clearance processing, security survey, and annual assurance of the security of contractor facilities involved in the National Industrial Security Program. This includes operations to ensure that appropriate security safeguards are in place and followed throughout the life cycle of classified procurement (i.e., from inception through final delivery). It includes assessing the level of protection afforded classified information by employees of contractors, universities, and research firms. This encompasses educating contractor employees who will be safeguarding classified information; approving security containers for storing classified information; accrediting automated information systems that process classified information; and, providing advice and assistance to the security office and contractor employees. This also includes assisting the contractor in investigating security violations (e.g., determining if a compromise occurred and putting procedures in place to prevent recurrences) and ensuring that the transfer of classified information between nations is accomplished following the appropriate safeguards.

I999 Other Audit and Investigative Activities. This function includes audit and investigative activities not covered by other function codes.

J – ORGANIZATIONAL AND INTERMEDIATE REPAIR AND MAINTENANCE OF MILITARY EQUIPMENT. This includes non-deployable repair and maintenance of military materiel authorized and performed by designated maintenance activities in support of using activities to include both direct and general repair and maintenance. *These codes are restricted to DOD use. DOE typically does not have functions in this category. If you have questions, please contactl Mark Hively.*

K – DEPOT MAINTENANCE AND REPAIR OF MILITARY EQUIPMENT. This includes non-deployable depot maintenance and repair performed on military materiel including major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing (that is inherent to the depot maintenance), and reclamation, as required. *These codes are restricted to DOD use. DOE typically does not have functions in this category. If you have questions, please call Mark Hively.*

M – FORCES AND DIRECT SUPPORT

M120 Combatant Headquarters—CINC Command Authority. This function includes overseeing, directing, and controlling the planning for employment of global or theatre-level U.S. Military Forces at the U.S. Combatant Command Headquarters level (e.g., HQCENTCOM, HQEUCOM, HQPACOM, and HQSOUTHCOM) as defined by DoDD 5100.73. This includes the non-transferable (Title 10, U.S.C. section 164) command authority exercised only by the Commanders-in-Chief (CINC) of Unified and Specified Combatant Commands, and direct staff support when the support is inherent to the command process. This includes planning, directing,

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

and controlling joint and combined military operations; developing and implementing logistics and security assistance plans, programs, policies, and procedures in support of war and peacetime operations; improvements to joint operational capability and interoperability; and, evaluations of military forces, plans, programs, and strategies and force structure requirements. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M145 Combatant Headquarters—Military Department Command Authority. This function includes overseeing, directing, and controlling the planning for, and the employment of global or theatre-level forces at the Military Department Combatant Headquarters level (e.g., HQ USAREUR, HQ USAFE, and HQ NAVEUR) as defined in DoDD 5100.73. This includes command authority exercised by the commanders of the component command headquarters of the Military Services within the Combatant Commands and the headquarters of the Navy Type Commands and Fleet Marine Forces. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M150 Support to the CINCS—Information. This function includes support from information sharing systems (e.g., meteorological, geophysical, oceanographic, intelligence, forces, command) provided to the CINCS for military operations. This function is performed by DISA (e.g., Global Command and Control System) and other activities.

M199 Other Operational Command and Control Activities. This function includes operational command and control activities not addressed by one of the other function codes.

M301 Management Headquarters—Intelligence. This function includes senior intelligence leadership and their immediate staffs who exercise oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

M302 Intelligence Policy and Coordination. This function includes interagency liaison for the purpose of formulating, coordinating, and implementing both intelligence and counterintelligence policy to ensure that they support U.S. foreign and diplomatic policy.

M306 Classification Management. This function includes the identification, control, and protection of information that is protected per executive order or statute from unauthorized disclosure or release to the public. This specifically concerns classified document security and control including foreign release, freedom of information related reviews, and other activities.

M310 Counterintelligence. This function includes the systematic acquisition, analysis, and dissemination of information concerning espionage, sabotage, terrorism, and related foreign activities adversely affecting U.S. interests which are conducted for or on behalf of foreign

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

nations, entities, organizations, or persons. It includes investigations and preliminary inquiries of espionage, sabotage, assassinations, international terrorism, and other intelligence activities conducted for or on behalf of foreign powers, organizations, or persons. It also includes all other counterintelligence operations and services.

M312 Imagery Intelligence (IMINT). This function includes the collection, processing, and analysis of imagery data. This includes the analysis of national and commercial imagery to generate geospatial information. It also includes maintenance, modification, and modernization of existing exploitation systems that do not add capabilities.

M314 Imagery Acquisition. This function includes the purchase of imagery data and information from commercial sources.

M316 Geospatial Information Production. This function includes the production and storage of geospatial information, products, and services. Geospatial data are derived from imagery processing and analysis and from non-imagery geospatial information acquisition and processing. The data are used to create databases, maps, charts, and other geospatial products and services. This includes maintenance, modification, and modernization of existing systems that do not add capabilities. Imagery collection, processing, and analysis are not included in this function.

M318 Geospatial Information Acquisition and Processing. This function includes the acquisition and translation/transformation of non-imagery information such as geographical names, boundaries, foreign maps, topography, hydrography, bathymetry, urban, geodetic, geomagnetic, nautical, aeronautical, and other related information of use in geospatial products and services.

M320 Open Source Intelligence (OSINT) Collection/Processing. This function includes the collection of open source information from foreign media/broadcasts, publications, and commercial databases. It also includes the transformation of collected open source information into forms or formats which can be analyzed for intelligence significance, and the related information handling and filtering tools for selecting open source data. This includes maintenance, modification, and modernization of existing collection and processing systems that do not add capabilities. Not included are resources required exclusively for language exploitation and the production, storage, and distribution of mapping, charting, and geodesy products and services.

M322 Language Exploitation. This function includes automated or manual procedures to translate or directly derive intelligence information from foreign language data, regardless of media, for dissemination.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

M324 Multidisciplinary Collection and Processing. This function includes the collection of intelligence information by a system or method that uses two or more disciplines. This includes maintenance, modification, and modernization of existing collection/processing systems that do not add capabilities.

M326 Intelligence Communications and Filtering. This function includes the receipt, selection, filtering, and forwarding of data from intelligence collection systems and other systems to the point of processing. It also includes maintenance, modification, and modernization of existing collection and processing systems that do not add capabilities.

M328 All Source Analysis. This function includes the analysis, evaluation, synthesis, and interpretation of information into finished all-source intelligence products.

M330 Intelligence Production Integration and Analytic Tools. This function includes profiling intelligence information and building and shaping finished intelligence products, and analytic tools and data-bases that support all-source analysis. Not included are the tools used by other intelligence disciplines.

M334 Intelligence Requirements Management and Tasking. This function includes identification of present and future intelligence requirements; assignment of resulting tasks to collection, analysis, counterintelligence, or covert action capabilities and systems for action; and, verification of completion of the assigned action.

M399 Other Intelligence Activities. This function includes intelligence activities not covered by one of the other function codes.

M410 Expeditionary Force Operations. This includes operating forces designed primarily for operations outside the U.S. This includes strike, air control, sea control, ground combat, and mobility forces

M610 Homeland Defense Operations. This includes operating forces designed primarily to deter or defeat attacks on the U.S. and its territories, and those U.S. international policy activities performed under the direct supervision of the OSD. This includes deterrence, protection, international engagement, and threat reduction.

M810 Military Space Operations. This includes operating forces that support military systems in space. This includes space force launch, space control, force enhancement (i.e., support to expeditionary and homeland defense forces), and space combat.

Q - CIVIL WORKS

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

Q120 Management Headquarters—Civil Works. This function includes oversight, direction, and control of the nation's water and related environmental resources, civil work projects and programs, and/or subordinate civil works management offices. This function includes developing and issuing civil works policies and providing policy guidance; reviewing and evaluating program performance of subordinate organizations; allocating and distributing resources; or conducting mid- and long-range planning, programming, and budget for civil works activities.

Q220 Water Regulatory Oversight and Management. This function includes activities involved in administration and enforcement of navigable waterways regulatory programs; restoration and maintenance of chemical, physical, and biological water integrity; and control of permits pertaining to work, structures, and discharges in or over navigable waters and their tributaries. This includes the administration, enforcement, and permitting activities associated with the Rivers and Harbors Act of 1899, Sections 9, 10 and 13; Clean Water Act, Section 404; and Marine Protection, Research and Sanctuaries Act, Section 103.

Q240 Natural Resources Oversight and Management. This function includes oversight (to include contract management) for the orderly protection, control, utilization, and real of natural resources at water resource development projects, including the interpretation of government policy and enforcement of rules and regulations (i.e., CFR Title 36 citation authority). Also included are sampling and/or control of obnoxious vegetation in navigable waters, tributary streams, connecting channels, and allied waters. This includes fish protection and management, fish spawning/rearing/releasing operations, wildlife conservation/management, and forest and soils management. This concerns projects that transcend state boundaries and are not confined to an installation.

Q260 Civil Works Planning Production and Management. This function includes all operations performed by either in-house or contractor personnel involved in developing river basin plans and other water resource plans for separable areas within river basins and the technical review of this work. This includes feasibility studies for improving rivers, tributary streams, harbors, waterways, and related land areas for navigability, flood damage reduction, recreation, fish and wildlife protection, water quality, shore protection, hydroelectric power, and water supply. This also includes environmental and economic studies that are part of the planning process, and all flood plain management activities

Q420 Bank Stabilization. This function includes restoration and repair of stream/river banks on navigable waterways and flood control channels. This includes placement of rip rap, excavation and grading for mats, mat casting, mat loading, mat towing, mat laying, and construction/placement of other structures.

Q440 Maintenance of Open Waterways for Navigation. This function includes all activities, including contract management and oversight, associated with maintenance of open waterways

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

operated for the purpose of navigation. Maintenance of open waterways includes dredging, drift and debris removal, clearing and snagging operations, removal of wrecks, repair of river training works, and operation and maintenance of dredges, tow boats, and other floating plants

Q460 Maintenance of Jetties and Breakwaters. This function includes all activities, including contract management and oversight, associated with maintenance of project-related jetties and breakwaters for navigation purposes such as patching of cracks in concrete, repair of eroded sections including replacement of stone, ballast, foundation, and other component materials.

Q520 Operation and Maintenance of Locks and Bridges. This function includes all activities, including contract management and oversight, associated with operation and maintenance of navigation lock structures and associated facilities and equipment. This includes opening and closing the gates to permit transit of vessels and giving directions to vessel pilots transiting locks. This includes maintenance and repair (including emergency repairs) of locks and surrounding areas, such as embankments and spillways and operation and maintenance of moveable bridge spans over navigable waterways necessary for the transit of vessels. It also includes enforcement of laws, rules, and regulations on site at locks on critical and non-critical waterway segments. Maintenance and repair of grounds and surfaced areas at locks and bridges are coded Z993.

Q540 Operation and Maintenance of Dams. This function includes dam operations performed by persons currently having authority to make final decisions on the release of water from dams, such as the operation of spillway gates and other outlet works, for flood control or maintenance of a navigation pool. This function also includes routine maintenance of dams and associated structures such as spillways, embankments, outlet works, levees, pumping stations, and other structures and/or management of contracts providing for routine as well as non-routine maintenance. Maintenance and repair of grounds and surfaced areas at dams are coded Z993.

Q560 Operation and Maintenance of Hydropower Facilities. This function includes all activities, including contract management and oversight, associated with the operation and maintenance of hydropower facilities. This function includes hydroelectric generators, turbines, transformers, switchgear, conductors, insulators, control equipment, supervisory control and data acquisition systems, computers, spare parts, pumps, water supply systems, communication systems, oil systems, sewage systems, heating and air conditioning systems, and related structures (e.g., switchyards and intake facilities). This function also includes making final decisions on the release of water from dams, such as the operation of hydropower turbines, spillway gates and other outlet works, for flood control or maintenance of a navigation pool. Maintenance and repair of grounds and surfaced areas at hydropower facilities are coded Z993.

Q580 Operation and Maintenance of the Washington Aqueduct. This function includes all operations and maintenance performed at the Washington Aqueduct. It includes the treatment

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

and distribution of water to ensure an adequate and potable water supply to the federal establishment in Washington, D.C.; Arlington County, VA; the City of Falls Church, VA; and other parts of Fairfax County. Maintenance and repair of grounds and surfaced areas at the Washington Aqueduct are coded Z993.

Q620 Operation and Maintenance of Recreation Areas. This function includes operation of recreational sites at water resource development projects, to include interpretation of government policy or enforcement of rules and regulations (i.e., CFR Title 36 citation authority). This includes operation of the recreation features of the project, and management of contracts that provide operation and maintenance support.

Q999 Other Civil Works Activities. This function includes civil works activities not covered by other function codes.

R —RESEARCH, DEVELOPMENT, TEST, AND EVALUATION (RDT&E). *This set of functions includes the science and technology portion of research and development as well as the management and support of research and development.*

R110 Management Headquarters—Research and Development. This function includes the oversight, direction, and control of research and development programs and subordinate organizations, centers, and laboratories involved in research and development. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and allocating and distributing resources for science and technology

R120 Science and Technology. This function includes the science and technology portion of research and development to include all basic and applied research, and advanced technology development. It does not include program management of systems acquisition or systems acquisition research and development support. This function includes engineering support that is an inherent part of the science and technology process, but excludes recurring severable engineering operations that are performed in direct support of science and technology. Maintenance of military materiel at research and development facilities is coded with the applicable J and K codes.

- **Basic Research.** This includes all efforts of scientific study and experimentation directed toward increasing knowledge and understanding in those fields of the physical, engineering, environmental, and life sciences related to long-term national security needs. It provides farsighted, high payoff research, including critical enabling technologies that provide the basis for technological progress. It forms a part of the base for (a) subsequent exploratory and advanced developments in Defense-related technologies, and (b) and improved functional capabilities in areas such as communications, detection, tracking, surveillance, propulsion, mobility, guidance and control, navigation, energy conversion, materials and structures, and personnel support.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

- **Applied Research.** Applied Research translates promising basic research into solutions for broadly defined needs, short of major development programs, with a view toward developing and evaluating technical feasibility. This type of effort may vary from fairly fundamental applied research to sophisticated breadboard hardware, study, programming, and planning efforts that establish the initial feasibility and practicality of proposed solutions to technological challenges. It includes studies, investigations, and technology development efforts. The dominant characteristic of this category of effort is that it be pointed toward identified needs with a view toward developing and evaluating the feasibility and practicability of proposed solutions and determining their parameters. These efforts may vary from test-bed components to sophisticated breadboard subsystems that establish the initial feasibility and practicality of proposed solutions or technologies.
- **Advanced Technology Development.** This includes all efforts that have moved into the development and integration of hardware and other technology products for field experiments and tests. The results of this type of effort are proof of technological feasibility and assessment of operability and producibility that could lead to the development of hardware for service use. It also includes advanced technology demonstrations that help expedite technology transition from the laboratory to operational use. These efforts demonstrate the performance payoff, increased logistics capabilities, or cost reduction potential of militarily relevant technology. Projects in this category have a direct relevance to identified needs.

• **R140 Management and Support to R&D.** This function includes all efforts not reported elsewhere that are directed toward management and support of R&D operations. This includes management of R&D laboratories and facilities, project management of R&D programs, management of international cooperative R&D efforts, management of technical integration efforts at laboratories and R&D facilities, operation of test aircraft and ships, studies and analyses in support of R&D programs, and other R&D support. This function excludes program management of acquisition efforts. It also excludes severable support covered by other function codes (e.g., custodial services, building management support, and engineering, veterinary medical support for animals used for biomedical research and development, and equipment maintenance).

R999 Other S&T and R&D Management and Support Activities. This function includes science and technology and research and development management and support activities not covered by other function codes.

S—INSTALLATION SERVICES

S100 Management Headquarters—Installations. This function includes oversight, direction, and control of subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and conducting mid- and long-range planning.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

S200 Installation, Base, or Facility Management. This function includes oversight, administration, and control of subordinate activities at a DOE facility to include oversight of services provided to tenants. This function involves the management of support activities from more than one functional group (to include management of multifunction contracts). It also includes emergency planning not addressed by Y220.

S210 Building Management. This function includes planning, programming, and funding for minor construction, maintenance, and repair of government buildings and associated grounds and surfaced areas; the administration of rental property; and the administration (to include contract administration) of building services. This excludes actual repair and maintenance of buildings, grounds and surfaced areas coded Z991-Z999. It includes contract management of building management services addressed below. It also includes building space management, and moving and handling of office furniture and equipment except operations covered by function codes W210-W399. This also excludes local storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110.

S310 Housing Management. This function includes planning programming, and funding for minor construction, maintenance, and repair of government housing and associated grounds and surfaced areas; the administration (to include leasing) and operation of DOE housing facilities; and the administration (to include contract administration) of housing services. This excludes the actual repair and maintenance of buildings, grounds and surfaced areas coded Z991-Z999. Housing management includes the administration and operation of bachelor quarters, family housing, and Unaccompanied Personnel Housing (UPH) to include UPH leased by the Government from private owners, Federal Housing Administration (FHA) or Veteran Affairs (VA) and designated as public quarters. It excludes operation of reception stations and processing centers coded B120 and operations of disciplinary barracks and confinement facilities coded S575. It includes the moving and handling of unaccompanied personnel housing furnishings and equipment except operations covered by function codes W210-W399. This also excludes storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110. It includes contract management of housing management services addressed below.

S410 Custodial Services. This function includes janitorial and housekeeping services to maintain safe and sanitary conditions and preserve property.

S420 Collection and Disposal of Trash and Other Refuse. This function includes trash and other refuse collection, recycling, and disposal services. This excludes the operation of incinerators, sanitary fills, or regulated dumps coded S722.

S430 Collection and Disposal of Hazardous Material (HAZMAT). This function includes the safe handling, collection, and disposal of hazardous materials and waste.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

S440 Laundry and Dry Cleaning Operations. This function includes the operation and maintenance of laundry and dry cleaning facilities.

S499 Other Building and Housing Management Services. This function includes building and housing management services not covered by one of the other function codes. This includes the repair and maintenance of furniture and equipment (except for repair and maintenance of communications and computing equipment coded W210-W399 and equipment that is considered real property coded Z991 and Z992). It also excludes pest management operations coded E260, and local supply services coded T110.

S500 Management of Law Enforcement, Physical Security and Security Guard Operations. This function includes providing overall direction, administration, planning, programming, supervision, and coordination of security guard operations. This includes evaluation of command security police programs. It also includes the development, review, and evaluation of policies and procedures for matters pertaining to clandestine vulnerability and secure design considerations for weapon systems. This entails the development of system security standards and conducting initial, annual, and random evaluations within the organization to evaluate individual and unit functional effectiveness.

- Security Program Planning. This includes the development of a security program that protects soldiers, civilians employees, family members, facilities, and equipment through the planned integration of combating terrorism (AT/CT), physical security, information operations, personal security, and law enforcement operations with the synchronization of operations, intelligence, training and doctrine, policy, and resources.
- Security Inspections and Assessments. This includes providing physical security inspection, survey, and technical assistance services; conducting Mission Essential Vulnerability Assessments and counterintelligence support activities; and, conducting risk analysis for facilities and assets. It also includes preparation of physical security inspection and survey reports; administering the foreign disclosure program; support to personnel security programs; and providing intelligence support for security program planning

S510 Law Enforcement, Physical Security, and Security Guard Operations. This function includes operations that provide for the physical security of government facilities and property and in-transit protection of military property from loss or damage.

- Ingress and Egress Control. This includes regulation of people, material, and vehicles entering or exiting a designated area to provide protection of the government facilities and property.
- Physical Security Patrols and Posts. This includes mobile and static physical security guard activities for protection of installation or government property, motor vehicle traffic management, investigation of motor vehicle accidents, apprehension and restraint

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

of offenders, and special protection of high value property and physical resources (other than security priority A, B, or C assets).

- Conventional Arms, Ammunition, and Explosives (CAAE) Security. This includes dedicated security guard services for CAAE security.
- Animal Control. This includes patrolling for, capture of, and response to complaints about uncontrolled, dangerous, and disabled animals at military bases, installations, and facilities.

•

S520 Support Services to Law Enforcement, Physical Security, and Security Guard Operations. This function includes all administrative operations, to include:

- Passes and Registration. This includes processing, preparation, and issuance and/or control of identification credentials (to include building passes and identification cards). This also includes registration of privately owned vehicles and firearms and the administration, filing, processing, and retrieval of information about privately owned items that must be registered on military installations, bases, and facilities.
- Visitor Information Services. This includes providing information to installation, base or facility residents and/or visitors about street, agency, unit, and activity locations.
- Licensing and Certification of Security Guards. This includes security police on-the-job, specialized, and ground training that takes place at security guard facilities.
- Storage and Inventory of Armament and Equipment. This includes the receipt, secure storage, inventory, inspection, and turn-in of assigned weapons and equipment.
- Vehicle Impoundment. This includes removal, accountability, security, and processing of vehicles impounded on military installations.
- Working Dog Program. This includes administration of the Working Dog Program and maintenance of dog kennels and kennel areas.

S540 Security of Classified Material. This function includes administration of programs that provide secure systems for the receipt, storage and distribution of classified material. This includes operations to ensure that appropriate security safeguards are in place to include security education/motivation programs (e.g., defensive briefing programs), classification management programs (to include security violation reviews), and Armed Forces censorship programs.

S560 Special Guard Duties. This function includes the protection and escort of distinguished visitors at major command headquarters and ceremonial duties to include honor guard and firing squad duties at funerals and other ceremonies.

S701 Public Affairs/Relations. This function includes external non-client inquiry responses.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

S702 Financial and Payroll Services. This function includes payable services; receivables services; financial reporting/analysis; performance of consulting services/technical support; formulation of accounting control and financial analysis policy; payroll services; funds control management; credit and financing services; financial administration; market CFOI services and maintenance of client relations.

S713 Food Services. This function includes management of food service programs and concession contracts.

S719 Confinement Facility Operations. This function includes the administration and operation of facilities that provide for the confinement of casual, pre-trial, and short-term prisoners; and, the temporary confinement of intermediate and long-term prisoners eligible for transfer.

S720 Prison Operations. This function includes the administration and operation of facilities (e.g., Ft. Leavenworth) that provide for the intermediate and long-term confinement of prisoners. This includes all correction activities for the rehabilitation of personnel confined in prisons and other facilities providing intermediate and long-term confinement.

S724 Other Law Enforcement, Physical Security and Security Guard Operations. This function includes law enforcement, physical security, and security guard services not covered by other function codes.

S724A Nuclear Materials Courier. This is a special code for use by DOE only.

S725 Electrical Plant and Distribution Systems Operation and Maintenance. This function includes the provision of electric energy and/or the operation and maintenance of main electric generating plants and distribution systems at active and inactive installations. It excludes operation of auxiliary generators, portable generators, frequency changers, electric motor-driven generator sets and rectifiers, unless installed as generating plant accessory equipment.

S726 Heating Plant and Distribution Systems Operation and Maintenance. This function includes the provision of steam and hot water and/or the operation and maintenance of boiler plants, high pressure and heating plants and systems of all types and capacities and distribution systems at active and inactive installations. It also includes the handling, storage and consumption of coal.

S727 Water Plant and Distribution Systems Operation and Maintenance. This function includes the provision of water and/or operation and maintenance of water treatment plants and distribution systems. This includes pumping at treatment and source pumping plants; impounding reservoirs; and all wells, cisterns, springs, chlorinators, and chemical feeders located

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

in the pumping plants that are used to produce and distribute filtered water at active and inactive installations.

S728 Sewage and Waste Plant and Distribution Systems Operation and Maintenance. This function includes the provision for sewage disposal and/or operation and maintenance of sanitary and industrial wastewater pumping and treatment plants and distribution systems at active and inactive installations. This also includes the provision for portable latrines.

S729 Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance. This function includes the operation and maintenance of air conditioning plants, cold storage plants, heat pumps, and ice manufacturing plants of all tonnage capacities and distribution systems at active and inactive installations.

S730 Incinerator Plant and Sanitary Fill Operations. This function includes the operation and maintenance of incinerators, sanitary fills, regulated dumps, and the performance of all related major refuse collection and disposal services.

S731 Supply Operations. This function includes contracting, order processing, distribution, and management of over four million items and services and incorporates the supply distribution program, direct delivery of goods, special order contracting, and development of federal supply schedules.

S733 Building Services. This function includes repair and maintenance of Federal building facilities.

S734 Leasing Services. This function includes review of leased facility policy and contracting leasing operations.

S735 Engineering Services. This function includes engineering inspections at Federal facilities.

S736 Plumbing Craft Support Services. This function includes plumbing maintenance at Federal facilities.

S737 Electrical Craft Support Services. This function includes electrical maintenance at Federal facilities.

S740 Transportation Management Services. This function includes oversight and management of Government-wide travel, transportation, and transportation audit programs, including charge care, express transportation, and household goods move management services. Activities are generally government-wide and worldwide in scope.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

S753 Facility Security Management. This function includes security and law enforcement at all Federally owned and leased properties.

S799 Other Utility Plant and Distribution Systems Operation and Maintenance. This function includes utility plant and distribution systems operation and maintenance (to include purchase from a private firm or public municipality for the physical "tie-in" or "connection" to the source system) that are not addressed by other function codes.

S999 Other Installation Services. This function includes property maintenance at Federal facilities

S000 Administrative Support. This function includes facility maintenance administrative functions.

T – OTHER NON-MANUFACTURING OPERATIONS

T101 Management Headquarters—Supply. This function includes managing supply programs and/or overseeing, directing, and controlling subordinate supply organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range planning.

T110 Retail Supply Operations. This function includes supply operations typically performed at a DOE facility to include providing supplies and equipment to all assigned or attached units. This includes all basic supply functions to include the requisition, receipt, storage, issuance, and accountability of materiel. This includes but is not limited to:

- **Supply Operations.** Operation of consolidated supply functions to include operation of self-service supply centers, Clothing Initial Issue Points (CIIP), and petroleum, oils and lubricants (POL) resale points.
- **Central Issue Facilities (CIF).** Operation of Central Issue Facilities for the purpose of providing military personnel required Organizational Clothing and Individual Equipment supplies. This includes necessary alterations performed at the CIF.
- **Retail Supply Operations.** This includes installation retail supply services to include local warehouse operations, delivery, customer support, inventory management, and unique industrial activity support.
- **Materiel Services.** Support for the procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, disposition, property accounting and reporting, and other related functions.
- **Other Retail Supply Services.** Support to product lines (ammunition and end items). This includes supply support for the DoD small arms Serialization Program; Chemical Agent Standard Analytical reference materials; radioactive waste, research and

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

development activities; and, other unique activities which do not contribute to established product lines.

T120 Wholesale/Depot Supply Operations. This function includes management or operation of centralized logistics materiel management functions that provide worldwide materiel, supplies, and services for assigned end items or commodities. This includes all basic materiel management operations including provisioning, acquisition, and repair requirements determination; asset management; development of retail allowances; and customer support. This encompasses the planning and management of logistics support to include operations performed by item managers of defense components and sub-systems who oversee stock and develop purchase requests for items and material after development and deployment. This activity accepts and validates customer requirements; considers existing workload, available capability, and capacity to plan near and long term activities to optimize workloads, product quality, and production rates; controls, acquires, allocates and manages resources; and, develops production requirements to maintain materiel and facilities.

T130 Storage and Warehousing. This function includes receiving wholesale materiel into depots and other storage and warehousing facilities, providing care for supplies, and issuing and shipping materiel. This excludes retail supply operations coded T110 and storage and warehousing of publications coded T150. It includes materiel receiving and any additional services that may be required. This includes generating confirmation of materiel receipt; preparing materiel for shipment; and managing and caring for materiel in storage. While in storage, the materiel may be moved among various warehouses or moved to maintenance facilities to be upgraded. This includes packing and preparation of materiel for shipment if necessary before being sent to receiving activities. It may also include shipping, depending on where the materiel is being sent. As the actual movement of materiel is accomplished, distribution status information is provided for workload planning.

- Receipt of supplies and related documentation and information. This includes materiel handling and related actions, such as materials segregation and checking, and tallying incident to receipt.
- Packing and Crating of Household Goods. This includes packing and crating operations incident to the movement or storage of household goods.
- Shipping. This includes the delivery of stocks withdrawn from storage to shipping. This includes onloading and offloading of stocks from transportation carriers; blocking, bracing, dunnage, checking, tallying, and materiel handling in the central shipping area; and related documentation and information operations.
- Care, Rewarehousing, and Support of Materiel. This includes all actions that must be taken to protect stocks in storage. This includes physical handling, temperature control, assembly placement and preventive maintenance of storage aids, and realigning stock configuration. This also includes providing for the movement of stocks from one storage

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

location to another and related checking, tallying, and handling, and other general storage support operations.

- Preservation and Packaging. This includes operations to preserve, re-preserve, and pack materiel to be placed in storage or to be shipped.
- Unit and Set Assembly and Disassembly. This includes operations to gather or bring together items of various nomenclature (parts, components, and basic issue items) and group, assemble, or restore them to or with an item of another nomenclature (such as parent end item or assemblage) to permit shipment under a single document. This also includes blocking, bracing, and packing preparations within the inner shipping container; physical handling and loading; and reverse operation of assembling such units.
- Special Processing of Non Stock Fund-Owned Materiel. This includes special processing actions described below that must be performed on Inventory Control Point (ICP)-controlled, nonstock fund-owned materiel using regular or special maintenance tools or equipment. This includes disassembly or reassembly of reserviceable ICP-controlled materiel being readied for movement, in-house storage, or out-of-house locations (such as a port to a commercial or DoD-operated maintenance or storage facility or a property disposal or demilitarization activity). These operations include blocking, bracing, cushioning, and packing.
- Packing and Crating. This includes placing supplies in their final, exterior containers ready for shipment. This includes the nailing, strapping, sealing, stapling, masking, marking, and weighing of the exterior container. It also includes all physical handling, unloading, and loading of materiel within the packing and shipping area; checking and tallying material in and out; all operations incident to packing, repacking, or recrating for shipment (including on-line fabrication of tailored boxes, crates, bit inserts, blocking, bracing and cushioning shrouding, overpacking, containerization, and the packing of materiel in transportation containers).
- Other Storage and Warehousing. This includes all other storage and warehousing actions except cataloging.

T140 Supply Cataloging. This function includes preparing supply catalogs and furnishing cataloging data on all items of supply for distribution to all echelons worldwide. This includes catalog files preparation and revision of all item identifications for all logistics functions; compilation of federal catalog sections and allied publication; and, development of federal item identification guides and procurement identification descriptions. It also includes providing for the printing and publication of federal supply catalogs and related allied publications.

T150 Warehousing and Distribution of Publications. This function includes services provided by publication distribution centers (i.e., paper-based) to include central storage and issue of stock numbered and non-stock numbered publications, blank forms, regulations,

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

directives and other official publications. This includes receipt of products in bulk, sorting by individual customer, and mailing.

T160 Bulk Liquid Storage. This function includes operation and maintenance of bulk petroleum storage facilities and other liquid storage facilities to include the maintenance and repair of liquid fuel dispensing systems. This includes operation of off-vessel discharging and loading facilities, fixed and portable bulk storage facilities, pipelines, pumps, and other related equipment within or between storage facilities or extended to using agencies and handling of drums within bulk fuel activities. This function excludes fuel supply services reported under code T165.

T165 Distribution of Petroleum Oil and Lubricant Products. This function includes the distribution of petroleum/oil/lubricant products to include fueling. It includes operation of trucks and hydrants.

T167 Distribution of Liquid, Gaseous and Chemical Products. This function includes the distribution of liquid oxygen and liquid nitrogen.

T175 Troop Subsistence. This function includes the acquisition, management, and delivery of food and related items in support of military dining facilities and troop feeding programs worldwide. It includes management of combat/deployment rations. It also includes the development of menus and troop subsistence allowances.

T177 Food Supply. This function includes the operation and administration of food preparation and serving facilities at military facilities. It includes operation of central bakeries, pastry kitchens and central meat processing facilities that produce a product. This includes maintenance of equipment (to include dining facility equipment) but excludes maintenance of fixed equipment coded Z992. It also excludes hospital food service operations coded H350.

T180 Military Clothing. This function includes the order, receipt, storage, issue, and alteration of military clothing and the repair of military shoes. It excludes repair of organizational clothing reported under codes J600 and K600 and Military Exchange operations coded G380.

T190 Preparation, Demilitarization and Disposal of Excess and Surplus Inventory. This function includes the determination of excess inventory, preparation of documentation for transfer to a Defense Reutilization and Marketing Office, and subsequent receipt, classification, storage, and disposal through reutilization, transfer, donation, and sales of excess and surplus property. This includes demilitarization, precious metals recovery, and abandonment or destruction as required. This also includes operation of scrap yards and disposition of scrap metal through sales. This function excludes demilitarization operations that are an inherent part of the intermediate and depot maintenance activities covered by the J and K codes.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

T199 Other Supply Activities. This function includes supply activities not addressed by one of the other supply function codes.

T600 Real Property Management. This function includes review and issuance of property management policy.

T701 Management Headquarters—Transportation. This function includes overseeing, directing, and controlling transportation programs and subordinate organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

T710 Traffic/Transportation Management Services. This function includes the procurement of freight, household goods, and passenger services from commercial “for hire” transportation providers and from organic providers for all modes of transportation. This includes the review, approval, and signing of documents related to the obligation of funds; selection of mode or carrier; evaluation of carrier performance; adjudication of personal property claims; and, carrier suspension. This excludes administrative transportation services at installations, bases and other military facilities for air transportation (coded T810), water transportation (coded T811), rail transportation (coded T812), and motor vehicle transportation (coded T824).

T800 Ocean Terminal Operations. This function includes the operation of terminals that transfer cargo between overland and sealift transportation and the handling of government cargo through commercial and military ocean terminals.

- **Pier Operations.** This includes stevedore and shipwright carpentry operations supporting the loading, stowage, and discharge of cargo and containers on and off ships, and supervision of operations at commercial piers and military ocean terminals.
- **Breakbulk Cargo Operations.** This includes the stevedoring, shipwright carpentry, stevedore transportation, and the loading and unloading of non-containerized cargo.
- **Cargo Handling.** This includes operation of barge derricks, gantries, cranes, forklifts, and other materiel handling equipment used to handle cargo within the terminal area. This also includes cargo load planning, documentation, and routing.
- **Port Cargo Operations.** This includes loading and unloading railcars and trucks; packing, repacking, crating, warehousing, and storage of cargo moving through the terminal; and, stuffing and unstuffing containers.
- **Vehicle Preparation.** This includes the preparation of government and privately owned vehicles for ocean shipment; inspection and stowage of vehicles in containers; transportation of vehicles to the pier; and the process and issue of import vehicles to the owners.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

- Lumber Operations. This includes the segregation of reclaimable lumber from dunnage removed from ships, railcars, and trucks; removal of nails; evening of lengths; inspection; and, return of the lumber to inventory for reuse. It also includes the receipt, storage, and issue of lumber.
- Materiel Handling Equipment (MHE) Support. This includes delivering MHE to user agencies and performing onsite fueling. Maintenance of material handling equipment is coded J511 and K539.
- Crane Maintenance. This includes maintenance of barge derricks, gantries, and fixed cranes that support vessels and terminal cargo operations.
- Other Ocean Terminal Operations. This includes ocean terminal operations other than those identified above.

T804 Architect-Engineering. This function includes architectural review for building construction and renovation programs.

T806 Printing and Reproduction. This function includes removal or installation of building telephone services.

T810 Air Transportation Services. This function includes management and operation of aircraft that are assigned to DOE facilities for administrative movement of personnel and supplies. Aircraft maintenance is coded J501 and K531. This excludes medical transportation services coded H710.

T811 Water Transportation Services. This function includes management and operation of watercraft that are assigned to DOE facilities for administrative movement of personnel and supplies. This includes tug operations but excludes recreational watercraft operations coded G220. Watercraft maintenance is coded J504 and K534.

T812 Rail Transportation Services. This function includes management and operation of rail equipment assigned to DOE facilities for administrative movement of personnel, supplies, equipment, and other products. Maintenance of railway equipment is coded J506 and K536. Maintenance and repair of railroad facilities is coded Z997.

T813 Engineering and Technical Services. This function includes engineering services for technical reviews and specification development.

T818 Systems Engineering and Installation of Communications Systems. This function includes electronic systems reviews and communication installation.

T820 Administrative Support Services. This function includes clerical and administrative support.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

T821 Special Studies and Analysis. This function includes program reviews and special studies.

T824 Motor Vehicle Transportation Services. This function includes management and operation of motor vehicles and equipment assigned to DOE facilities for administrative movement of personnel, supplies, equipment, and other products. This includes all local, intra-post, and inter-post scheduled and unscheduled movement of personnel provided by taxi, bus (to include dependent school bus), and automobile transportation operations. This also includes all heavy and light truck, and tow truck operations involved with the movement of equipment, supplies, and other products not covered by another function code. It also includes motor pool operations and driver/operator licensing and testing. This does not include operation of cranes, construction equipment, or heavy and light trucks in support of Ocean Terminal Operations (coded T800); civil works projects (coded Q420-Q999); fueling services (coded T165); or the repair, maintenance, and construction of real property (coded Z991-Z999). This also excludes medical transportation services coded H710. Maintenance of motor vehicles is code J506 and K536.

T826 Air Traffic Control. This function includes air traffic control operations at DOE facilities. Air traffic control for military operations is coded using the applicable M code. Maintenance of deployable air traffic control equipment (e.g., equipment in mobile or portable shelters) is coded J507 and K537. Maintenance of fixed air traffic control equipment at installations, bases, and other facilities is coded Z992.

T830 Interior/Facility Design. This function includes interior design reviews and facility office layout.

T831 Drafting Services. This function includes specification and engineering drawing development.

T832 Construction Management. This function includes management of construction contracting programs.

T833 Civil Engineering and Analysis. This function includes specification reviews and certification planning for construction and renovation.

T834 General Engineering and Analysis Services. This function includes construction and renovation management of Federal facilities.

T836 Electrical Engineering and Analysis Services. This function includes construction and renovation of electrical systems at Federal facilities.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

T837 Fire Protection Engineering and Inspection. This function includes construction and renovation of fire safety requirements at Federal facilities.

T838 Safety Engineering and Analysis Services. This function includes construction and renovation of overall safety requirements at Federal facilities.

T899 Other Transportation Services. This function includes transportation services not addressed by one of the other function codes.

T999 Other Non-Manufacturing Operations. This function includes management of diverse operation requirements.

T000 Administrative Support. This function includes clerical and administrative support.

U—EDUCATION AND TRAINING. *This functional group addresses the management and provision of institutional education and training civilian and military personnel and their dependents. This includes individual training conducted at education and training establishments. Training and education activities may also be provided to contractor and foreign national personnel.*

U001 Management Headquarters—Military Education and Training. This function includes overseeing, directing, and controlling education and training programs and/or subordinate education and training establishments (schools, institutions, academies, colleges, and universities). Education and training management functions are typically performed by the OSD, Service management headquarters, the Joint Staff, and Service training commands (e.g., TRADOC, CNET, AETC, and MCCDC). This includes developing and issuing policies and providing policy guidance; reviewing and evaluating performance; allocating and distributing resources; or conducting mid- and long-range planning.

U050 Military Institutional Education and Training Management. This function includes overseeing, directing, and controlling education and training activities within the institutional education and training facilities, such as schools, centers, academies, colleges, universities, and host/lead Service institutions (e.g. ITRO programs).

U100 Recruit Training. This category of institutional training provides introductory physical conditioning and military training to indoctrinate and acclimate enlisted entrants in each of the Services to military life; also known as basic training. Recruit Training does not include initial skill training or Multiple Category Training (below).

U150 Multiple Category Training. One-Station Unit Training (OSUT), a formal Army training program that meets the training objectives of both recruit and initial skill training in

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

certain skill areas for Active and Reserve enlisted entrants through a single course at a single training institution.

U200 Officer-Acquisition (Pre-Commissioning) Training. The “Officer-Acquisition Training” category of institutional training, sometimes called “pre-commissioning” training, includes those establishments/institutions that conduct education and training programs designed to commission individuals into the Armed Services.

- Service Academies. This includes training provided at academies (e.g., West Point, Annapolis, and Colorado Springs) and Academy Preparatory Schools.
- Officer Candidate/Training Schools. This includes training provided by Officer Acquisition Training institutions operated by the Army, Navy, Marine Corps, and Air Force that provide a route for qualified enlisted personnel and selected college graduates to become commissioned officers.
- Other Enlisted Commissioning Programs. This includes training provided under the Naval Enlisted Scientific Education Program, Marine Enlisted Commissioning Education Program, Airman Education and Commissioning Program, and Navy Enlisted Commissioning Program.
- Health Professionals Acquisition Programs. This includes instruction provided under the Health Professionals Acquisition Programs.
- Army, Navy, and Air Force Senior ROTC and AFHPSP (Armed Forces Health Professions Scholarship Program). This includes training that occurs off-campus that is part of the ROTC program.

U300 Specialized Skill Training. This category of institutional training provides personnel with or higher level skills in military specialties or functional areas to match specific job requirements. Specialized Skill Training includes the following sub-categories:

- Specialized Skill Training—Enlisted.
- Initial Skill Training. (Sub-category of Specialized Skill training.) This is formal training in a specific skill leading to the award of a military occupational specialty or rating at the lowest level. Completion qualifies the individual for a position in the job structure.
- Skill Progression Training. (Sub-category of Specialized Skill Training.) This is formal training that is available to personnel after Initial Skill Training and usually after obtaining some experience working in their specialty to increase job knowledge and proficiency and to qualify for more advanced job duties.
- Specialized Skill Training—Officer. This includes Initial Skill Training (same description as above) and Skill Progression Training (same description as above).

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

- Functional Training. (Sub category of Specialized Skill Training.) This is formal training available to officer and enlisted personnel in various military occupational specialties who require specific, additional skills or qualifications without changing their primary specialty or skill level.

U303 Training Technical Support. This function includes course development of employee development programs

U400 Flight Training. This category of institutional training provides individual flying skills needed by pilots, navigators, and naval flight officers to permit them to function effectively upon assignment to operational aircraft flight programs and/or operational units.

- Undergraduate Pilot Training (UPT). It includes UPT, Jet; UPT, Propeller; and, UPT, Helicopter training.
- Undergraduate Navigator Training/Naval Flight Officer Training (UNT/NFO).

***Professional Development Education.** This category of institutional training includes educational courses conducted at Service institutions to broaden the outlook and knowledge of personnel or to impart knowledge in advanced academic disciplines.*

U500 Professional Development. This function includes management of Management Interns, who have not been assigned to a specific office nor have definite assigned duties. Functions are primarily training in nature.

U510 Professional Military Education (PME). The conduct of instruction at junior, intermediate, and senior military service schools and colleges and enlisted leadership programs.

U520 Graduate Education (Fully Funded, Full-Time)

U530 Other Full-Time Education Programs

U540 Off-Duty and Voluntary Education Programs. This includes operation of base level education centers, education counseling, and programs for general educational development of military personnel.

U550 Training Development and Support for Military Education and Training. Training development includes development of training technology and instructional systems (e.g., curriculum development to include plans of instruction, student measurement, and methods and media selection) for military institutional education and training. It also includes scripting courseware for interactive multimedia instruction, computer-based training, and distance learning. Training support includes the operation of simulators or other training devices in direct support of military institutional education and training. This function includes contract management for maintenance of training equipment except maintenance of fixed training

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

simulators coded Z992. Also, library services are coded Y850; building management is coded S210; and custodial services are coded S410.

U800 Training Development and Support. This function includes review of employee training plans and development schedules.

U599 Other Military Education and Training Activities. This function includes military education and training activities not covered by other function codes. Training provided by training instructors assigned to units under the operating commands (e.g., Troop Schools, Fleet Readiness Squadrons, and post-graduate flying training) is coded using the “M—Forces and Direct Support” codes.

U000 Administrative Support. This function includes clerical and administrative support for employee training programs.

U605 Management Headquarters—Civilian Education and Training. This function includes oversight, direction, and control of training, education, and developmental programs and/or subordinate organizations. This training and education is primarily provided to DOE personnel but may also be provided to military, contractor, dependent, or foreign national personnel, or other federal, state, or local government employees. Management functions include planning, programming, budgeting, policy issuance, policy development, and quality assurance. This function does not include management of institutions under U620 (i.e., programs, schools, centers, academies, colleges, universities, and civilian career management systems).

U620 Management of Civilian Institutional Training, Education, and Development. This function includes oversight, direction, and control of training, education, and developmental operations at institutional training facilities serving primarily civilian audiences, but also including military, contractor, dependent, or foreign national personnel and other federal, state, or local government employees. This function includes planning, programming, budgeting, policy issuance, policy development, and quality assurance at education and training institutions (e.g., schools, centers, academies, colleges, universities, and civilian career management centers providing civilian training and education).

U630 Acquisition Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for defense acquisition training courses.

U640 Civil Works Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for civil works training courses.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

U650 Intelligence Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for intelligence training courses.

U660 Medical Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for medical training courses.

U699 Other Civilian Training, Education and Development. This function includes the design, development, delivery of instruction, and instructional support for all other subject areas.

U710 Management Headquarters—Dependent Education. This function includes oversight, direction, and management of dependent education. This education is provided to dependents of DoD personnel but may also be provided to eligible dependents of other federal agencies and vendors under DoD contract. Management functions include planning, programming, budgeting, and establishing policy and curriculum.

U720 Dependent Education Field Management. This function includes oversight, direction, and control of classroom education, and developmental activities above the classroom level (e.g., Deputy Directors, District Superintendents, and Principals). This also includes management and direct staff support when the type of work performed is inextricably tied to, and not severable from, the field management function. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

U760 Dependent Education—Teacher Instruction. This includes the direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U770 Dependent Education—Substitute Instruction. This includes the temporary direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U780 Dependent Education—Aides for Instruction. This includes the direct assistance to teachers conducting pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U799 Other Dependent Education Activities. This includes dependent education activities not covered by other function codes. School bus transportation is coded T824; health clinic services are coded H203; library services are coded Y850; building management is coded S210; custodial services are coded S410; and food services are coded T177.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

W—COMMUNICATIONS, COMPUTING, AND OTHER INFORMATION SERVICES

W100 Management Headquarters—Communications, Computing and Information. This function includes managing communications, computing, and information programs and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range information management/information technology (IM/IT) planning, programming, and budgeting; and/or allocating and distributing resources. This includes IM/IT strategic and capital planning; performance assessments; business process reengineering; IT risk analysis; knowledge management; and policy, planning, and implementation of computing infrastructures, information architecture/infrastructures, and information operations/warfare.

COMMUNICATIONS SERVICES. *This includes functions that provide non-deployable (i.e., administrative) transport services (communications) such as long haul, wide and local area voice, data, digital and video communications. This includes the design, development, installation, and maintenance of voice, data, and video communications capabilities, services, and systems. This excludes communication services for military operations coded with the applicable M code and maintenance of deployable military communication equipment coded J507, K537, or with the applicable M code.*

W210 Telephone Systems. This function includes common-user and administrative telephone systems at DOE activities. It includes communication services for telephone consoles; range communications; emergency action consoles; the cable distribution portion of a fire alarm, intrusion detection, emergency monitoring and control data; and similar communication networks that require use of a telephone system.

W220 Telecommunication Centers. This function includes communication services for non-deployable telecommunication centers to include non-deployable radios, automatic message distribution systems, technical control facilities, and other electronic systems integral to the communications center.

W299 Other Communications Systems. This function includes communication services for communications systems and supporting electronic equipment not included above. This includes stationary, mobile, and portable administrative electronic communications equipment; radio/wireless communications systems; satellite/terrestrial systems; distribution plants that provide higher speed, transport services (to include long haul, wide and local area network communications services and capabilities); and, other communication capabilities.

W310 Computing Services and Data Base Management. This function includes the following:

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

- End-User Support. This includes moves/adds/changes (MACs); break/fixes; installation; trouble-shooting; user assistance; local training; problem tracking, resolving and diagnosing; software and hardware maintenance and repair; and, backup and recovery operations.
- Software and Application Development. This includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and, evaluating software applications, systems, and programming technologies. This does not include program management of defense acquisition systems coded D110 and D120.
- Network Systems. This includes the design, development, testing, quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (LANs, WANs, MANs, and internet/intranet systems). This includes defining and maintaining physical network architecture and infrastructure; configuring and optimizing network servers; analyzing network workload; monitoring network performance; diagnosing problems; ensuring proper load balancing; developing backup and recovery procedures; and, installing, testing, maintaining, and upgrading network operating systems software.
- Systems Administration. This includes installation of or modified hardware/software; managing accounts, network rights, and access to systems and equipment; monitoring the performance, capacity, serviceability, and recoverability of installed systems; implementing security procedures and tools; resolving hardware/software interface and interoperability problems; and, maintaining systems configuration and inventory.
- Systems Analysis. This includes conducting needs analyses to define opportunities for or improved applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and, ensuring the integration and implementation of applications, databases, networks, and related systems.
- Database Management. This includes analyzing and defining data requirements and specifications; designing, developing, implementing, modifying, and managing databases; defining and developing data flow diagrams; building and maintaining data dictionaries; developing physical data models; and, data mining/data warehousing.
- Web Site Development and Maintenance. This includes web site design, structure, and maintenance, and monitoring web site functionality, security, and integrity. This includes web sites that can be linked to and integrated with associated databases and digital document libraries.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

W399 Other Computing Services. This includes all other non-tactical information processing (computing) services that have not been addressed by other function codes. This includes time sharing services and other information technology and data processing services and operations.

W410 Information Operations and Information Assurance/Security. This function includes operations that sustain information superiority to provide for the defense of both human decision-making processes and the technical systems. This includes operations that entail effective and synergistic engagement across a broad array of interagency information activities that support political-military strategic objectives to deter aggression. This function also includes planning, analysis, development, implementation, upkeep, and enhancement of systems, programs, policies, procedures and tools to ensure the integrity, reliability, accessibility, and confidentiality of information systems and assets. It includes information assurance functions that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This category also includes operations that provide for the restoration of information systems by incorporating protection, detection, and reaction capability. This includes system/network protection; intrusion detection and monitoring; readiness assessments; firewall administration; security policy enforcement; risk and vulnerability assessments; security evaluations and audits; and, contingency plans and disaster recovery procedures.

W430 Mapping and Charting. This function includes operations performed by non-intelligence components involved in the planning, policy, oversight, budget, and operational activities that determine the position, course, and distance traveled by vehicles, ships, aircraft, and spacecraft. This includes operations associated with the NAVSTAR Global Positioning System (GPS) and other systems intended to improve navigation/positioning capabilities. It also includes operations that determine the size and shape of the earth, the positions of points on its surface, and for describing variations of the earth's gravity field, as well as designing, compiling, printing, and disseminating cartographic and geodetic products.

W440 Meteorological and Geophysical Services. This function includes operations performed by non-intelligence components involved in the planning, policy, budget, and operational activities associated with terrestrial weather, space environment, climate, oceanography, physics of the earth, and other meteorological activities. This function includes weather operations for the Army, Navy, Air Force, and Marines, the Defense Meteorological Satellite Program, and other related operations. This excludes operations that directly support the operating forces (coded M150).

W499 Other Information Operation Services. This function includes information operation services not addressed by other function codes.

W500 Data Maintenance. This function includes maintenance of data files and ADP security programs.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

W601 Information Technology Management. This function includes ADP policy reviews and procedures management.

W825 Maintenance of ADP Equipment. This function includes maintenance of ADP equipment.

W826 Systems Design, Development and Program Services. This function includes planning, development and maintenance of GSA's financial information systems.

W999 Other ADP Functions. This function includes ADP support activities.

W000 Administrative Support. This function includes clerical support of internal ADP functions.

X—PRODUCTS MANUFACTURED OR FABRICATED IN-HOUSE. *This group of functions includes manufacturing, assembly, and fabrication of equipment, materials, products and items. This excludes manufacturing and fabrication operations that are inherent to depot maintenance and repair functions.*

X931 Ordnance. This function includes the assembly and manufacture of ammunition and related products.

X932 Products Made from Fabric or Similar Materials. This function includes the assembly and manufacture of clothing, accessories, and canvas products as well as rope cordage and twine products.

X933 Container Products and Related Items. This function includes the design and fabrication or manufacture of wooden boxes, crates, and other containers. This includes the fabrication of fiberboard boxes and assembly of paperboard boxes with metal straps. It excludes on-line fabrication of boxes and crates that is part of the storage and warehousing function coded T130.

X938 Communications and Electronic Products. This function includes the assembly of communications and electronic products. This excludes the installation of or modified computing hardware and software (coded W310-399) and communications systems (coded W210-W299).

X939 Construction Products. This function includes the operation and maintenance of quarries and pits, including crushing, mixing, and concrete and asphalt batching plants.

X944 Machined Parts. This function includes the assembly and manufacture of machined parts.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

X999 Other Products Manufactured and Fabricated. This function includes the manufacture or fabrication of all systems, equipment, products, or items not addressed by other function codes.

Y—FORCE MANAGEMENT AND GENERAL SUPPORT

Y105 Management Headquarters—Defense Direction and Policy Integration. This function is generally performed at the highest levels of the OSD and Military Departments to include offices of the Secretaries and Deputy Secretaries, and those Under and Assistant Secretaries, or special assistants, and select program policy offices involved in defense direction and policy integration. Operations include planning, policy formulation, policy direction of ongoing military activities, and security affairs (e.g., international security affairs, threat reduction and counter-proliferation policy, international negotiations and regional affairs, U.S. bilateral security relations with foreign countries on political-military policy, and Prisoner Of War /Missing Personnel Affairs). This function includes those elements that provide policy integration and direction for multiple functions listed below (e.g., the Under Secretary of Defense for Acquisition, Technology and Logistics). It also includes those elements that perform activities not specifically addressed by other management headquarters functions and that provide defense direction and policy integration (e.g., Assistant Secretary of Defense for Reserve Affairs). This function excludes operational planning and control coded Y210 and those U.S. international policy activities coded M610.

Y115 Management Headquarters—Joint Staff Direction of the Armed Forces. This function includes assisting the President, National Security Council, and Secretary of Defense with decisions concerning the strategic direction of the Armed Forces (including the direction of operations conducted by the Commanders of the Unified and Specified Combatant Commands). It also includes exercising exclusive direction of the Joint Staff and acting as spokesman for the Commanders of the Combatant Commands, especially on the operational requirements of their commands, and overseeing the activities of the Combatant Commands. This also includes preparing strategic and contingency plans; assessments of critical deficiencies and strengths of the Armed Forces; advice on requirements, programs, and budgets; doctrine for the joint employment of the Armed Forces; policies for joint training, and advice on other matters addressed in Section 153 of Title 10, U.S.C. Combatant headquarters functions are coded M120 and M145.

Y199 Other Force Management and General Support Activities. This function includes force management and general support activities not addressed by other function codes.

Y210 Management Headquarters—Operation Planning and Control. This function includes oversight, direction and control of subordinate organizations responsible for the evaluation of mission strategies, development planning, emergency preparedness, and

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

mobilization planning. This includes developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating performance; conducting or reviewing mid- and long-range planning, programming, and budgeting; and, allocating resources. It typically includes oversight and approval of mission analyses and materiel requirements; analysis of the utilization of resources; and, assessments of those infrastructure operations that directly relate to operational planning and control.

Y215 Operation Planning and Control. This function includes operations performed outside the management headquarters that directly support operational planning and control. This includes materiel requirements definition and validation; development of strategy plans/policies (e.g., combat maneuver development), and operations/contingency plans; and support for other combat development programs and projects. This function excludes training development operations coded U550 and readiness planning coded Y220.

Y217 Combat Development Evaluations and Experimentation. This function includes the experimentation, testing, and reviews necessary to develop or validate doctrine, materiel systems, and organizations for the military Services. This includes recurring support activities dedicated to the combat development test and experimentation mission and associated with approved tests, experiments, and evaluations. This function excludes test and evaluation operations that support the defense systems acquisition process coded D620.

Y220 National Mobilization and Emergency Preparedness Management. This function includes the formulation and execution of plans, programs, and procedures for domestic and national security emergency preparedness. This includes coordination and publication of emergency preparedness plans and oversight of engineering and operational readiness for actual emergency situations and exercises. This also includes management of mobilization readiness programs to include training exercises; development of operational plans for all contingencies; performance assessments; and, formulation of remedial action programs.

Y240 Management Headquarters—Manpower Management. This function includes oversight, direction, and control of subordinate manpower offices and centers through developing and issuing manpower management policies; providing policy guidance; reviewing and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

Y245 Manpower Management Operations. This function includes manpower operations typically performed by manpower offices, centers, and field operating agencies at all levels within the Department. Manpower operations typically include assessing processes, procedures, and workload distribution; designing organizational structures; business process reengineering; validating workload and determining manpower requirements; and, tracking, reporting, and documenting manpower numbers. It includes determining manpower for existing or mission requirements, defense acquisition systems (e.g., major weapon systems and automated

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

information systems), functional or mission realignments and transfers; downsizing and reinvention initiatives; and, process improvements. This function includes manpower support when determining manpower for: combat development; manpower mobilization planning; the defense planning, programming, and budget process; the manpower resource allocation process; the commercial activities program; and, other outsourcing and privatization initiatives. It also includes centralized control of information and data relating to missions, workload, and performance that support reengineering of functional processes and procedures and restructuring organizations.

Y310 Management Headquarters—Foreign Military Sales and Security Assistance. This function includes the oversight, direction, and control of Security Assistance programs that provide defense articles, military training, and other defense related services, by grant, credit, cash, sale, lease, or loan. This includes Foreign Military Sales, Peacekeeping Operations, Presidential Draw-downs, Co-production Programs, Transfer of U.S. Technology, and the International Military Education and Training Program. This includes developing and issuing security assistance policies and providing policy guidance (e.g., release of U.S. military technology and technical data); reviewing and evaluating program performance; and, conducting mid- and long-range planning programming and budgeting for security assistance programs.

Y315 Foreign Military Sales and Security Assistance Program Management. This function includes managing foreign military sales and security assistance programs to include managing formal contracts and agreements between the U.S. and authorized recipient governments or international organizations. This also includes managing foreign country funds (including the administration of funds placed in U.S. trust fund accounts), and managing and accountability for quality assurance, acquisition, and program management with regard to articles and services provided to the customer.

Y320 Support External to DoD—Not Identified. This function includes support and services provided to the White House, Congress, Department of State, other federal agencies, international military headquarters, and other nations that are either (1) *not covered by one of the other function codes* or (2) *are unknown*.

- **White House, Congressional, State Department, and Other Federal Agency Support.** This includes services provided to the White House (e.g., the White House Support Group), Executive Offices of the President, Congress, the Department of State (e.g., U.S. embassies), the Commerce Department, Interior Department, Justice Department, Transportation Department, Environmental Protection Agency, National Science Foundation, and other federal agencies that are not addressed by one of the other function codes or are unknown.
- **International Military Headquarters Support.** This includes support to U.S. international commitments to multinational combatant, peacekeeping, humanitarian, or other missions that require the use of combined military forces for activities not addressed by one of the

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

other function codes or that is unknown. These headquarters are not part of the Department's internal management or command structure and, therefore, are not categorized as Management Headquarters type functions.

- Support to Other Nations. This includes support provided to other nations (as outlined in foreign military sales agreements) that is not addressed by one of the other function codes or that is unknown. DOE is totally reimbursed for this support by the foreign country either directly or indirectly through administrative or accessorial surcharges.

Y400 Legal Services. This function includes General Counsel and review of contract appeals.

Y405 Management Headquarters—Legal Services. This function includes oversight, management, and control of legal programs and/or subordinate legal offices. Legal services include, but are not limited to, providing legal advice to or on behalf of senior Departmental officials; developing, issuing, and defending legal policies and providing policy guidance; reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

Y415 Legal Services and Support. This function includes the management of, and operations typically performed by, legal offices at all levels within the DOE. Legal operations typically include, but are not limited to, legal advice to commanders, directors, managers, supervisors, and members of their organizations as well as to individual military members, civilian employees, eligible dependents, and retirees. This includes representation of DOE Components and organizations to other foreign, state, and local governments; other U.S. government agencies; and private organizations and persons. This includes participation in administrative and judicial litigation (to include military justice); adjudication of trial and appellate court cases; and, adjudication of claims and security clearance investigations. It also includes court reporting and legal and litigation studies.

PUBLIC AFFAIRS. *Public affairs activities and operations ensure the free flow of information regarding the policies, programs, and priorities of the DOE and its leadership, including the Secretary and Deputy Secretary of Energy, and other Departmental leaders, to American citizens and the general public, the s media, the military and civilian audiences internal to the DOE other government agencies, and non-government organizations and associations. This communications function is conducted through various public affairs programs, notably public information, media relations, community relations, command/internal information, and various outreach efforts that enhance the understanding of DOE issues by external and internal audiences.*

Y501 Management Headquarters—Public Affairs. This function includes oversight, direction, and control of the respective Public Information, Command/Internal Information, and Community Relations Programs. Functional objectives are achieved through the development

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

and issuance of programmatic policy and policy guidance; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and mid- and long-range planning, programming, and budgeting. This function includes providing advice and counsel to respective senior leadership and staff and subordinate public affairs activities and operations in formulating decisions, policies, and positions regarding public affairs issues and issue management. This function also includes serving as the official spokesperson at the respective organizational level on public issues and interests. Public Affairs deals with issues of public interest and communicating with and informing the internal DOE and external publics on those issues. This function does not include oversight of liaison support for protocol matters concerning official visits, ceremonies, and events that are coded Y525. It also excludes oversight of legislative liaison work performed as part of the legislative affairs activity coded Y610.

Y510 Budget and Financial Program Management. This function includes budget administration and agency management.

Y511 Budget Execution Support Services. This function includes processing, monitoring, reconciling, and reporting of various financial analyses to various program offices within an agency.

Y515 Public Affairs Program Activities and Operations. This function includes providing program management and operational guidance of public affairs activities and operations to include producing and providing public affairs policies, products, and services. Functional objectives are achieved by the review of policies; development and issuance of policies and operating guidance; planning, programming, and budgeting; and evaluating operational performance and management of public affairs operating activities and their associated policies, products and services. This function may include providing advice and counsel to respective leadership and staff and subordinate public affairs activities and operations in formulating decisions, policies, and positions regarding public affairs issues and issue management. This function may also include serving as the official spokesperson at the respective organizational level on public issues and interests. This function includes editorial operations; speech writing; spaper, bulletin, and magazine publication; community relations programs; speakers bureaus; press releases and stories; broadcasting; Worldwide Web and other Internet operations, products, and services; media relations and operations; public communication and correspondence; and command and internal information and communications. Public Affairs deals with issues of public interest and communicating with and informing the internal DOE and external publics on those issues. This function excludes liaison support for protocol matters concerning official visitations, ceremonies, and events that are coded Y525. It also excludes legislative liaison activities coded Y620 and advertising support for military and civilian recruiting coded B120 and B220, respectively. Excluded are those public affairs activities and operations performed exclusively by and within the operating forces as an integral part of military operations which are coded using the appropriate M codes.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

Y520 Public Works and Real Property Maintenance Program Management. This function includes management and strategic direction of the Federal building program.

Y525 Protocol Operations. This function includes program management and operational guidance of protocol operations to include providing liaison, coordination, and official representation services. This function includes providing advice and counsel to respective leadership and staff, and subordinate protocol offices regarding protocol matters and issues. This function also includes conducting and coordinating required support, and developing and determining the correct policy, guidance, plans, processes, and procedures to be used to ensure the appropriate orders of precedence and etiquette are followed when hosting or conducting various types of visitations, ceremonies, and events. It also may include providing official liaison between organizations both internal and external to the Department. This function does not include Public Affairs operations (coded Y515) that deal with issues of public interest and communicating with and informing the internal DOE and external publics on those issues. This function also does not include legislative liaison activities coded Y620. The protocol function may be performed by offices at all levels within the DOE.

Y527 Other Protocol Activities. This function includes protocol activities not addressed by other function codes.

Y550 Information and Telecommunications Program Management. This function includes planning, direction, and control of information programs.

Y560 Management Headquarters—Visual Information. This function includes the oversight, direction, and control of visual information. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for visual information; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and, mid- and long-range planning, programming, and budgeting.

Y570 Visual Information Program Activities and Operations. This function includes program management and operational guidance of visual information operations to include producing and providing visual information products and services (either through in-house capabilities or acquired through contract support. Functional objectives are achieved by the development, issuance, and review of operating guidance; planning, programming, and budgeting; and evaluating operational performance and management of visual information support. This also includes the design, generation, storage, production, distribution, disposition, and life cycle management of still photographs, digital still images, motion pictures, analog and digital video recordings, visual information productions, certain graphic arts (such as paintings, line drawings, and montages) and related captions, overlays, and intellectual control data.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

Y610 Management Headquarters—Legislative Affairs. This function includes the oversight and management of the DOE legislative program; arrangement for witnesses and testimony at Congressional hearings; coordination of responses to Congressional inquiries; DOE support of Congressional travel; arrangements for security clearances for members of Congressional staffs; and internal coordination of Departmental transcripts.

Y620 Legislative Affairs. This function includes oversight and monitoring of the Department liaison activities with the United States Congress and communication of the Administration's and the Secretary of Energy's position on the DOE legislative agenda to senior leadership of the DOE.

Y651 Identifying and Developing Consumer/Customer Information Services. This function includes providing the public with consumer information from all agencies.

Y710 Management Headquarters—Historical Affairs. This function includes the oversight, direction, and control of historical and museum program operations and subordinate offices and museums through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

Y720 Historical or Heraldry Services. This function includes operations that preserve, critically interpret, disseminate, and teach Department history and heraldry; provide historical advice; and stimulate historical mindedness. This includes providing historical information and “lessons learned” to support problem solving and decision making through well-researched historical studies, analyses, and institutional memory. This includes establishing command historical programs to include monographs; histories; documentary collections; oral history interviews; and doctrinal and special studies on topics and events of historical significance to the agency. This also includes preparing historical manuscripts for publication; preparing the agency’s annual history; establishing and maintaining historical research collections; and, responding to historical inquiries from the DOE Leadership, or other organizations (e.g., veteran organizations), and the general public.

Y730 Museum Operations. This function includes daily operation of museums (e.g., greeting and providing services to the public and other patrons of the museum) and management of historical collections (e.g., artifacts and works of art). Artifacts and art placed within the custody and care of the museum are identified, designated, preserved, conserved, registered, and cataloged.

Y810 Management Headquarters—Administrative Support. This function includes the oversight, direction, and control of administrative support programs and subordinate offices, centers, and libraries through developing and issuing policies (e.g., compliance with Paperwork Reduction Act and the Administrative Procedures Act); providing policy guidance; and

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

analyzing, evaluating, and reviewing performance. Programs include, but are not limited to, the Freedom of Information Program, Privacy Program, and Federal Voting Assistance Program. Administrative support services include administrative management and correspondence services; documentation services; directives and records management services; microfilming and library services; printing and reproduction services; and, document automation and production services.

Y815 Administrative Support Program Management. This function includes providing program management and operational guidance for administrative support programs (such as the Freedom of Information Program, Privacy Program, and Federal Voting Assistance Program) to ensure compliance with federal statutory and regulatory guidelines. This may include providing advice and assistance to senior leaders and staff at all levels of the DOE. This also may include serving as official spokesperson at the designated organizational level on program issues and interests.

Y820 Administrative Management and Correspondence Services. This function includes services typically performed by internal mail and messenger centers, administrative support offices and centers, as well as administrative support that is severable from the function it supports. It includes the coordination, processing, and distribution of paper communications and general service messages; translation services; management and processing of forms; and, other management record-keeping duties.

Y830 Documentation Services. This function includes services typically performed by word processing centers to include the creation, maintenance, and disposition of documents; documents storage; and, retrieval systems and services. This excludes warehousing of publications coded T150.

Y840 Directives and Records Management Services. This function includes services typically provided by forms and records management centers and offices to include manuscript preparation and writer-editor services; design, coordination, indexing, distribution, and periodic review of forms, directives, regulations, orders, and other official publications; and, authentication and distribution of administrative orders. This function excludes warehousing and distribution of publications coded T150.

Y850 Microfilming and Library Services. This function includes services typically provided by microfilming centers; technical information centers; and reference and technical libraries at hospitals, shipyards, schools and other DOE facilities. This includes the production of a variety of microfilm products including 105MM Computer Output Microfilm (COM) masters and duplicates from data center data streams, 105MM source document microfilm, and 35MM master and duplicate microfilm aperture cards. It excludes recreational library services coded G620.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

Y860 Printing and Reproduction Services. This function includes support services typically performed by central printing and reproduction facilities to include printing, binding, duplication, and copying services. This excludes user-operated office copying and warehousing and distribution of publications coded T150.

Y880 Document Automation and Production Services. This function includes centralized conventional desktop publishing services (to include on-line binding and finishing services); centralized services for the conversion of digital files to publishing formats; and document/data conversion of legacy paper documents (to include oversized large formats), microfilm, and existing digital data to formats. It includes creation of interactive multi-media publications (to include merging of voice, video, and interactive digital files) and the conversion of existing digital files to formats which facilitate on-line access, retrieval, and viewing. This function also includes the management and maintenance of numerous digital document libraries and databases which house a variety of documents and data, including directives, regulations, administrative publications, specifications, standards, and contracting data for on-line access, retrieval, and viewing. It also includes the production of ISO 9660 compliant CD-Recordables (CD-Rs) with associated labeling and packaging and the production of quick turnaround and short run-length black and white, spot/accent color, and full color output (to include oversized, large format output, signage and banners) from a variety of hardcopy and digital files.

Y899 Other Administrative Support Activities. This function includes administrative support activities not addressed by other function codes.

Y999 Other Functions. This function includes administration of multiple support requirements.

Y000 Administrative Support. This function includes clerical and administrative support for program services.

Z—MAINTENANCE, REPAIR, ALTERATION, AND MINOR CONSTRUCTION OF REAL PROPERTY

REAL PROPERTY PROGRAM AND PROJECT MANAGEMENT

Z101 Corps of Engineers Program and Project Management. This function includes managerial and executive level activities associated with delivering individual Civil Works, Military Programs, and support for other projects (project management) or an aggregate of projects (program management) to U.S. Corps of Engineers (USACE) customers. This includes managing the development and justifying, defending, and executing a project or an aggregate of projects.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

Z110 Management of Major Construction of Real Property. This function includes the supervision, inspection, and administration of contract construction work; technical assistance in contract negotiations; preparation of contract modifications; and, surveillance of construction projects. This includes the collection of engineering and design technical data; conduct of construction reviews before contract award; quality assurance of ongoing construction; documentation and commissioning for transfer of completed work to the appropriate agency; and, the technical and policy review of such work.

Z120 Real Estate/Real Property Acquisition. This function includes acquiring real property or interest in real property by purchase, lease, condemnation, exchange, gift, or transfer/permit. This includes the approval, disapproval, and/or control of real estate planning reports, acquisition directives, surveys, maps, title evidence, title insurance, appraisals, non-standard estates, condemnation assemblies, relocation applications, offers to sell, final title opinions, environmental reports, cultural-historical reports, and other real estate acquisition documents such as deeds and leases. This also includes negotiations for, and acceptance or rejection of, offers and counteroffers and determinations on the value to be paid for the acquisition of real property. It also includes the authority for proposed acquisitions, title status, direct purchase or condemnation decisions, relocation assistance payments and claims, settlement in court cases, gross value estimates in project decision documents, and risk assessments. It also includes preparation of various real estate documents that may be done in-house or, if performed by contractors, includes contract management.

***Title, Outgranting, and Disposal of Real Estate/Real Property.** These functions include management of the title, outgranting, and disposal of real estate and real property. This entails the approval, disapproval, and/or control of real estate leases, licenses, permits, or easements granting use of real property, Reports of Availability, encroachment trespass resolutions, Reports of Excess, deeds divesting DOE of the title, transfer documents transferring control of real property to another federal agency, timber harvesting, surveys, maps, and appraisals. These functions also include management, programming, budgeting, negotiating, accepting or rejecting availability or excess status of real property and the authority for proposed actions, claims, settlement in court cases, terms of agreements, dispute resolution, and risk assessments.*

Z135 Title, Outgranting, and Disposal of Real Estate/Real Property-National Projects. This function includes projects that transcend state boundaries and are not confined to a facility.

Z138 Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects. This function includes projects at installations, bases, and defense facilities.

***Architect-Engineering Services.** The management and oversight of engineering activities typically includes quality assurance and other activities associated with the production of studies, plans, designs, specifications, drawings and value engineering. This includes field exploratory and investigative work, geological reports, the measurement and location of natural*

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

and man-made physical features and legal boundaries, and the technical and policy review of this work. This also includes management and oversight of private contractor engineering and design work to include the preparation of project scope and cost estimates to support the programming and budgeting process; preparation of cost estimates for the evaluation of contract bids and proposals; negotiations; and, the technical and policy review of such work. Projects may require professional services such as archeologists, biologists, procurement specialists, economists, accountants and auditors as well as engineers and architects. At the national project level, this may also require partnering and coordinating with industry groups, professional societies, other federal, state, and local agencies in the development of programs, studies, plans, guidance, and projects. The development of architectural and engineering reports, studies, and designs are predominately performed by private contractors providing professional services. The in-house development of architectural and engineering reports, studies and designs is typically limited to that required for maintaining the expertise necessary for establishing policies and procedures; programming and project definition; selection, management, and oversight of private contractors; quality assurance; and technical and policy review.

Z145 Architect-Engineering-National Projects. This function includes projects that transcend state boundaries and are not confined to a facility. This includes the management and oversight of engineering activities for the military, civil works, and environmental programs and support for other programs.

Z148 Architect-Engineering-Local Projects. This function includes projects at installations, bases, and defense facilities. This typically includes development of architectural and engineering reports, studies, and designs; criteria and design review; and, processing of airfield and air space clearance waivers and master plans.

Z199 Other Real Property Program and Project Management Activities. This function includes real property program and project management activities not addressed by other function codes.

Z991 Minor Construction, Maintenance and Repair of Family Housing and Structures. This function includes alteration and repair (i.e., minor construction) and associated non-professional design services for family housing and structures. This function includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair to interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair of air conditioning and refrigeration systems under a 5-ton capacity and repair of other equipment affixed as part of the building and not included in other activities. This function also includes repair to fencing, flagpoles, and other miscellaneous structures associated with family housing and the rehabilitation of family housing for tenant change and emergency service work.

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
 Guide to Inventory Submission
 May 2003

Z992 Minor Construction, Maintenance and Repair of Buildings and Structures Other than Family Housing. This function includes alteration and repair (i.e., minor construction) and associated non-professional design services for buildings and structures other than family housing. It includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair of interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair to air conditioning and refrigeration units under a 5-ton capacity; and repair of other equipment affixed as part of the building and not included in other activities (e.g., air traffic control equipment, medical equipment, and training simulators). It also includes repair to fencing, flagpoles, guard and watchtowers, grease racks, unattached loading ramps, training facilities other than buildings, monuments, grandstands and bleachers, elevated garbage racks, and other miscellaneous structures.

Z993 Maintenance and Repair of Grounds and Surfaced Areas. This function includes maintenance, repair, protection and development of land, water, and the reable natural resources; fish and wildlife habitats; training areas and ranges; administration of agriculture and grazing leases and management expenses for forest areas, except when environmental compliance/conservation related. Maintenance of natural resources that are environmental compliance/conservation related are coded E120.

- **Grounds (Improved).** This includes maintenance and repair of improved grounds, including lawns, drill fields, parade grounds, athletic and recreational areas, cemeteries, other ground areas, landscape and windbreak plants, turf grass, ground cover plantings, crushed rock and gravel blankets, and accessory drainage systems. These grounds are normally subject to annual fixed requirements for grounds maintenance measures consisting of seeding, fertilizing, policing, watering, mowing, weed control, pruning, dust control, and other essential grounds operations.
- **Grounds (Other than Improved).** This includes maintenance and repair of small arms ranges, artillery ranges, antenna fields, drop zones, maneuver areas, testing and artillery ranges, igloo yards, safety and security zones, and firebreaks. It also includes grounds such as wildlife conservation areas, deserts, swamps, ponds, lakes, streams, estuaries for fish and waterfowl habitats, and similar areas. These grounds are normally subjected to maintenance measures such as open drainage and watersheds to preclude erosion and sedimentation; planting vegetation, utilization of structural measures and non vegetative surface treatments to control dust, erosion, and surface water; mowing, prescribed burning and herbicides to control weeds, brush, vegetative fire hazard and poisonous plants; and, cleanup of storm damage. This applies to all active and inactive facilities.
- **Surfaced Areas.** This includes all rigid, flexible, and miscellaneous graded and stabilized (other than grassed) pavements used for vehicular, aircraft, and pedestrian traffic, and appurtenances. It includes concrete, bituminous, gravel, stabilized, graded, or other hard

Enclosure 3

Department of Energy
Inventory of Inherently Governmental and Commercial Activities
Guide to Inventory Submission
May 2003

surfaced (e.g., cobblestone, and paving block) streets, service drives, alleys, sidewalks, open storage areas, parking areas, aircraft runways, aircraft taxiways, aircraft aprons, heliports, hardstands, vehicular and railroad bridges, training bridges, railroad trestles and appurtenances such as shoulders, culverts, storm drainage features, sub-grade drains, footbridges, and covered walks not attached to a building. It also includes traffic control signs and markings, pavement numbering and marking, and tie-down anchors. It includes paving, pothole/crack repair, inspection, sealing, painting, and other related activities and sweeping and snow removal from streets and airfields. This applies to all active and inactive facilities.

Z997 Maintenance and Repair of Railroad Facilities. This function includes maintenance, repair and alterations of narrow and standard gauge two-rail tracks including spurs, sidings, yards, turnouts, frogs, switches, ties, ballasts, and roadbeds, with accessories and appurtenances, drainage facilities, and trestles.

Z998 Maintenance and Repair of Waterways and Waterfront Facilities. This function includes maintenance, repair, and alterations of approaches, turning basin, berth areas and maintenance dredging, wharves, piers, docks, ferry racks, transfer bridges, quays, bulkheads, marine railway dolphins, mooring, buoys, seawalls, breakwaters, causeways, jetties, revetments, and similar waterfronts and waterways. It excludes waterways maintained by the U.S. Army Corps of Engineers civil works rivers and harbors programs and maintenance of natural resources that are environmental compliance/conservation related that are coded E120. It also excludes buildings, grounds, railroads, and surfaced areas located on waterfront facilities.

Z999 Maintenance, Repair and Minor Construction of Other Real Property. This function includes maintenance, repair, alteration, and minor construction of real property not addressed by other function codes.

Z000 Administrative Support. This function includes administrative support for buildings management continuing operations.

**EXAMPLE
VERIFICATION OF ACCURACY MEMO**

NON-NATIONAL NUCLEAR SECURITY ADMINISTRATION ORGANIZATIONS

MEMORANDUM FOR THE SECRETARY

THROUGH: JAMES T. CAMPBELL
ACTING DIRECTOR, OFFICE OF MANAGEMENT, BUDGET
AND EVALUATION/ACTING CHIEF FINANCIAL OFFICER

FROM:

SUBJECT: ACTION: Verification of Accuracy of Data Provided for the
Department of Energy Federal Activities Inventory Reform Act of 1998
Commercial Activities Inventory and Office of Management and
Budget (OMB) Inherently Governmental Activities Inventory

ISSUE: The Administrator of the Office of Federal Procurement Policy, OMB,
in a February 27, 2002, memorandum, directed agencies to "...produce
a more accurate FAIR Act inventory of commercial functions
performed by Federal employees..." consistent with the Federal
Activities Inventory Reform Act of 1998 (FAIR Act) (P.L. 105-270)
and OMB's FAIR Act implementation guidelines.

BACKGROUND: The FAIR Act requires each executive agency to submit to OMB a
detailed commercial activities inventory of all functions that are
performed by Federal employees, but are not inherently governmental
(i.e., commercial activities). The OMB Year 2003 guidelines require
the submission of an inventory of inherently governmental full-time
equivalents (FTEs) in addition to the Commercial Activities Inventory
(CAI).

The Office of _____ has provided data for both
the 2003 FAIR Act CAI and the inherently governmental activities
inventory for submission to OMB. A narrative description is included
which addresses the strategy/philosophy for use of particular reason and
function codes, and data that statistically describes all major recoding
efforts between the 2002 inventory and the 2003 inventory.

In response to OMB and departmental direction to improve the
accuracy of inventory data, this office has carefully analyzed and
applied OMB and DOE guidance regarding the characterization of
FTEs as performing inherently governmental or commercial functions.
The information reported, which has been thoroughly vetted within my

organization, is accurate and complete to the best of my knowledge. Additionally, steps have been taken to assure consistency between sub-organizations in the application of function codes.

SENSITIVITIES: [As determined by the office.]

POLICY IMPACT: [As determined by the office.]

RECOMMENDATION: That you accept this verification of the accuracy of this office's inventory data and include the data in the Department's submission to OMB.

Attachment

**EXAMPLE
VERIFICATION OF ACCURACY MEMO**

NATIONAL NUCLEAR SECURITY ADMINISTRATION

MEMORANDUM FOR THE SECRETARY

FROM: LINTON BROOKS
 UNDER SECRETARY FOR NATIONAL NUCLEAR SECURITY

SUBJECT: ACTION: Verification of Accuracy of Data Provided for the
 Department of Energy Federal Activities Inventory Reform Act of 1998
 Commercial Activities Inventory and Office of Management and
 Budget (OMB) Inherently Governmental Activities Inventory

ISSUE: The Administrator of the Office of Federal Procurement Policy, OMB,
 in a February 27, 2002, memorandum, directed agencies to "...produce
 a more accurate FAIR Act inventory of commercial functions performed
 by Federal employees..." consistent with the Federal Activities
 Inventory Reform Act of 1998 (FAIR Act) (P.L. 105-270) and OMB's
 FAIR Act implementation guidelines.

BACKGROUND: The FAIR Act requires each executive agency to submit to OMB a
 detailed commercial activities inventory of all functions that are
 performed by Federal employees, but are not inherently governmental
 (i.e., commercial activities). The OMB Year 2003 guidelines require
 the submission of an inventory of inherently governmental full-time
 equivalents (FTEs) in addition to the Commercial Activities Inventory
 (CAI).

 The National Nuclear Security Administration (NNSA) has provided
 data for both the 2003 FAIR Act CAI and the inherently governmental
 activities inventory for submission to OMB. A narrative description is
 included which addresses the strategy/philosophy for use of particular
 reason and function codes, and data that statistically describes all major
 recoding efforts between the 2002 inventory and the 2003 inventory.

 In response to OMB and departmental direction to improve the accuracy
 of inventory data, this office has carefully analyzed and applied OMB
 and DOE guidance regarding the characterization of FTEs as
 performing inherently governmental or commercial functions. The
 information reported, which has been thoroughly vetted within my
 organization, is accurate and complete to the best of my knowledge.
 Additionally, steps have been taken to assure consistency between sub-
 organizations in the application of function codes.

SENSITIVITIES: [As determined by the office.]

POLICY IMPACT: [As determined by the office.]

RECOMMENDATION: That you accept this verification of the accuracy of the NNSA's inventory data and include the data in the Department's submission to OMB.

Attachment

cc: Acting Director, Office of Management, Budget and Evaluation/Acting Chief Financial Officer